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HUDSON COUNTY COMMUNITY COLLEGE
70 Sip Avenue
Jersey City, NJ 07306

Regular Meeting – Board of Trustees

Tuesday, August 13, 2024

5:00 P.M.

Mary T. Norton Board Room and Via Zoom

In-Person: Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, New Jersey

Members of the public may also use the following link and join the Zoom Meeting Webinar via Audio-only:

<https://zoom.us/j/97566676811?pwd=bXFybEpENHdBT3N6cmVaOEExYmNpQT09>

Passcode: 771689

Telephone: 1 305 224 1968

Webinar ID: 975 6667 6811

Passcode: 771689

Please note that members of the public who dial-in by telephone will not have the ability to speak during Comments from the Public and will be in listen mode only.

All microphones for public participants are muted except during the Comments from the Public portion of the meeting. If you wish to make comments and are attending via Zoom, please use the "Raise Hand" notification icon at the bottom of the screen. When you hear your name announced, you may address the Board. After the speaker's time ends, their microphone will be muted to allow others the opportunity to address the Board.

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Chair Peña

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Edward DeFazio, Secretary/Treasurer

Joseph Doria

Sally Elwir, Student Alumni Representative

Pamela Gardner, Vice Chair

Frank Gargiulo

Stacy Gemma

Roberta Kenny

Vincent Lombardo

Jeanette Peña, Chair

Christopher Reber, President (Ex Officio)

Silvia Rodriguez

Harold Stahl

III. COMMENTS FROM THE PUBLIC

Chair Peña

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

V. REPORTS

- | | | |
|----|--|-------------------------|
| 1. | <i>Student Government Association President's Report</i> | <i>Ms. Resurreccion</i> |
| 2. | <i>All College Council Chair's Report</i> | <i>Dr. Cody</i> |
| 3. | <i>President's Report</i> | <i>Dr. Reber</i> |

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

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

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

VIII. PERSONNEL RECOMMENDATIONS *Dr. Reber*

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS *Dr. Reber*

X. NEW BUSINESS *Chair Peña*

XI. ADJOURNMENT *Chair Peña*

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

Tuesday, August 13, 2024

II. ROLL CALL

Trustees:

Edward DeFazio, Secretary/Treasurer	<u>PRESENT</u>
Joseph Doria	<u>ABSENT</u>
Sally Elwir, Student Alumni Representative	<u>PRESENT</u>
Pamela Gardner, Vice Chair	<u>ABSENT</u>
Frank Gargiulo	<u>PRESENT</u>
Stacy Gemma	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Vincent Lombardo	<u>PRESENT</u>
Jeanette Peña, Chair	<u>PRESENT</u>
Christopher Reber, President, Ex Officio	<u>PRESENT</u>
Silvia Rodriguez	<u>PRESENT</u>
Harold Stahl	<u>PRESENT</u>

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

MEETING INTRODUCTION

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

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

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

III. COMMENTS FROM THE PUBLIC

None

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

IV. CLOSED SESSION

None

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

V. REPORTS

1. *All College Council Chair's Report (C. Cody)*

2. *President's Report (C. Reber)*

Cybersecurity Update

Trisha Clay, Associate Vice President and Chief Information Officer

Christopher Yula, CyberSecOp

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Reorganization and Regular Meeting of June 18, 2024 are herewith submitted to the Board of Trustees for approval. (Page 9)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Reorganization and Regular Meeting of June 18, 2024.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

Hudson County Community College has received the following grant:

TITLE: *National Voter Registration Day*

AGENCY: *National Voter Registration Day*

PURPOSE OF GRANT: *To conduct National Voter Registration Day activities at HCCC*

COLLEGE ADMINISTRATOR: *Jamilah Moudiab, Yeurys Pujols*

COLLEGE CONTRIBUTION: *\$0*

AWARD AMOUNT: *\$2,700*

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees accept Item VI., Regular Monthly Reports and Recommendations 1 and 2.*

INTRODUCED BY: Jeanette Peña

SECONDED BY: Frank Gargiulo

DATE: August 13, 2024

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>ABSENT</u>
Gargiulo, Frank	<u>AYE</u>
Gemma, Stacy	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lombardo, Vincent	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>

Stahl, Harold
Peña, Jeanette, Chair

AYE
AYE

8 Aye 0 Nay

Alexa Riano
Signature of Recorder

RESOLUTION ADOPTED

08/13/2024
Date

HUDSON COUNTY COMMUNITY COLLEGE

Reorganization Meeting and Regular Meeting – Board of Trustees
Tuesday, June 18, 2024
5:00 P.M., In Person and Via Zoom

Reorganization Meeting

MINUTES

PRESENT: *Edward DeFazio; Sally Elwir (Student Alumni Representative); Pamela Gardner; Frank Gargiulo; Stacy Gemma; Roberta Kenny; Vincent Lombardo; Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl.*

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

ABSENT: *Joseph Doria*

I. CALL TO ORDER - FLAG SALUTE

I.a SWEARING IN OF NEW TRUSTEES

Stacy Gemma and Vincent Lombardo were sworn in as new members of the Board of Trustees.

I.b. ELECTION OF CHAIR PRO-TEMPORE

Trustee Pamela Gardner was elected Chair-Pro Tempore.

*Nominated by: Jeannette Peña
Seconded by: Harold Stahl*

*Introduced by: Jeanette Peña
Seconded by: Harold Stahl*

9 Ayes.....0 Nays

Resolution Adopted

II. ROLL CALL

III. ELECTION OF OFFICERS – CHAIR, VICE CHAIR, AND SECRETARY/TREASURER

Chair – Jeanette Peña

*Nominated by: Pamela Gardner
Seconded by: Harold Stahl*

Vice Chair – Pamela Gardner

*Nominated by: Jeanette Peña
Seconded by: Edward DeFazio*

Secretary/Treasurer – Edward DeFazio

*Nominated by: Harold Stahl
Seconded by: Roberta Kenny*

*Introduced by: Jeanette Peña
Seconded by: Pamela Gardner*

9 Ayes.....0 Nays

Resolution Adopted

New Elected Officers Offered Remarks

Chair Peña offered remarks.

Thank you, everyone, for being here today. The college has grown so much since I was introduced to Hudson County Community College in 1996 when I became an adjunct professor. Bill has been at the mast for 20 years until I was presented with the idea of being chair. Bill and I talked about this for a while, and he kept saying, "You know, it's almost time for me to retire." And I kept saying, "Yeah, we're not there yet." But the time has come for Bill to retire, and he thought I would be a good fit to fill his shoes. I am very flattered and humbled by that. And then I wonder, how will I fill in those shoes? So, as you all know, I love shoes, and then I remembered I have many great high heels that will help me fulfill those duties.

I just wanted to thank a few people who helped me get here today, starting by thanking my family. Similar to so many of our students, I'm a first-generation American child of immigrants. My parents left Cuba in 1969, just looking for a better life, which is the same story that we have for all of our students. Just change the country, change the year, and this is our story. Our parents wanted a better life for us, and they came here looking for that. My grandmother only attended school up until the sixth grade. However, she understood how important education was because she always told me, "They can take everything from you, but they can never take away your education."

I thank my teachers throughout the years and my mentors who taught me to learn from my mistakes. I thank Senator Stack for always encouraging me to let my voice be heard. I remember when he approached me many years ago about being a board member. I said, I don't know anything about that role, and it's 23 years and several boards later, and I'm still here. I thank our County Executive, Craig Guy, and the County Commissioners for supporting the College. Also, I thank my fellow trustees, Dr. Reber, and senior staff, for all the work they put into making sure that Hudson is Home for every single student. Finally, I want to thank my husband, Raul, and my daughter, Dalia. They are my biggest supporters. They're my rock. They put up with all the board meetings and all the events. They're experts at this. Thank you to everyone!

Vice Chair Gardner offered remarks.

Thank you so much for your vote of confidence. I welcome our new board members and thank you for your willingness to serve. I look forward to continuing to serve and do my best to move our college forward with your help. I'm excited to be working with Jeannette as chair and Ed as the secretary/treasurer. Thank you so much, and thank you, everyone, for this opportunity. I know that we're going to continue to progress. I also want to thank Bakari and Bill for their many years of service to this institution and the help they have given me after joining the Board of Trustees. We wish them all the best.

Secretary/Treasurer DeFazio offered remarks.

Thank you, trustees. I know that we'll continue to progress. And thank you, Former Vice Chair Bakari, and Chair Bill, for all the help you offered me. We wish you the best and we'll continue to follow in your footsteps.

IV. ADJOURNMENT OF REORGANIZATION MEETING AND CONVENING OF REGULAR MEETING

Introduced by: Edward DeFazo

Seconded by: Jeanette Peña

9 Ayes.....0 Nays

Resolution Adopted

Regular Meeting – Board of Trustees
Tuesday, June 18, 2024

MINUTES

- I. CALL TO ORDER - FLAG SALUTE**
- II. ROLL CALL**
- III. COMMENTS FROM THE PUBLIC - None**
- IV. CLOSED SESSION – None**
- V. REPORTS**

1. Student Government Association President's Report

Student Government Association 2023-24 President Lisa Camacho offered the following report.

Good evening, Trustees, faculty, staff, students, and guests. I hope you all are enjoying your summer thus far.

For my final Student Government Association (SGA) President's report, I'll review our accomplishments throughout the year. We held and collaborated on 15 successful events this year.

- Student Government Town Hall, 15 attendees
- Fall Kickoff, 73 attendees
- Glow in the Dark Halloween Party, 145 attendees
- Noche de Brujas, 37 attendees
- Mid-Semester Night, 75 attendees
- Winter Wonderland Festival, 70 attendees
- Smores with SGA Recruitment, 118 attendees
- Welcome to the Arab World, 100 attendees
- Oscar Night, 35 attendees
- SGA Skills Workshop, 30 attendees
- Marketplace Monday, 80 attendees
- Multicultural Game Day, 30 attendees
- End of Semester Euphoria Party, 85 attendees

SGA held 30 general meetings with an average of 15 members attending each, in person and online.

At the beginning of the year, we had ten Executive Board members and ten senators. I am proud to report that we've doubled those numbers from then to now, as we have 40 e-board members, senators, and volunteers. Thank you all for your talents, for being a productive team, and for working well with each other to make all we do possible.

Several members and representatives of SGA attended three conferences this year. The Association of Community College Trustees' National Legislative Summit in Washington D.C, the New Jersey Student Government Associations' Conference at Stevens University, and the American Student Government Association Conference held here at Hudson.

I would like to take this opportunity to acknowledge our exiting Executive Board members and their future plans.

- President Lisa Camacho: I graduated this past May with an Associate's degree in Business Administration. I will be moving on to pursue a Bachelor's degree in Marketing with a minor in Public Relations at New Jersey City University.
- Vice President of Journal Square Campus Natalia Amin Montero: Graduated with an Associate's degree in Biology. Moving on to pursue a Bachelor's degree at New Jersey Institute of Technology.
- Vice President of North Hudson Campus Roberto Gomez: Graduated with an Associate's degree in Electronics Engineering Technology. Moving on to pursue a Bachelor's degree at New Jersey Institute of Technology.
- Director of Interclub Council Imani Birchett: Graduated with an Associate's degree in Electronics Engineering Technology. Moving on to pursue a Bachelor's degree in Electrical and Computer Engineering Technology at New Jersey Institute of Technology.
- Director of Finance Brandon Johnson: Graduated with an Associate's degree in Computer Science.
- Director of Diversity, Equity and Inclusion Shemia Superville: Graduated with an Associate's degree in Medical Science (Pre-Nursing). Moving on to be a part of the Nursing Program here at Hudson.
- Director of Record Keeping Najwa Essaki: Graduated as Valedictorian with an Associate's degree in Accounting. Moving on to pursue a Bachelor's degree in Accounting at Rutgers University.
- Director of Communications Destiny Herrera: Finishing an Associate's degree in Business Administration at Hudson.
- Director of Intercollegiate Athletics Abdessamad Belguebli: Finishing an Associate's degree in Computer Science at Hudson.
- Director of Community Service Nina Maria Resurreccion: Finishing an Associate's degree in Exercise Science at Hudson.

I thank the entire e-board for their dedication to SGA and all the help they provided me in every project, meeting, and event. I loved working with you. I wish you all the best in your future endeavors and congratulations to my fellow graduates.

I conclude my speech by showing gratitude and giving thanks. I thank the staff from the Office of Student Life and Leadership for their support and encouragement of all students. A special thanks to our amazing SGA advisors Veronica Gerosimo and Angela Tuzzo for all the help they have given us.

I also thank the Board of Trustees and administrators of the College for everything you do. Your ongoing support for the students, ensuring all groups of diverse backgrounds are seen and heard, does not go unnoticed. Thank you for putting the students first and genuinely caring about us all.

Personally, I thank you for the opportunities you have bestowed upon me this past year. All the words of wisdom and the feedback filled with kindness I have received during every meeting resonate with me. It has been a pleasure to have met you all and stand before you as a strong voice of advocacy for all students during these meetings this past year. This has been an amazing experience and something that I will cherish for many years to come and always be proud of.

Thank you all for allowing me the opportunity to serve as your Student Government Association President for the 2023-24 school year. It has been an honor. I now introduce the newly elected SGA President for the upcoming 2024-25 school year, Nina Maria Resurreccion!

Student Government Association 2024-25 President Nina Maria Resurreccion offered remarks.

Thank you, Lisa, for the warm introduction.

To our President, Dr. Reber, the Board of Trustees, administration, staff, and fellow leaders, good evening.

Again, my name is Nina Resurreccion - the newly elected SGA President, and it is a pleasure to finally meet you all.

This year, the team aims to create more and stronger bridges between the student body – forming a more reliable and inclusive community within HCCC. I am happy to share with you how we plan to achieve this goal. I would like to introduce this year's Student Government Association e-board.

- Vice President of Journal Square, Ronny Martinez
- Vice President of North Hudson, Neivi Nunez
- Director of Record-Keeping, Cayla Rojas
- Director of Communication, Destiny Herrera
- Director of Diversity, Equity, and Inclusion, Ashley Medrano
- Director of Intercollegiate Athletics, Abdessamed Belguebli
- Director of Community Service, Albania Cruz
- Director of Interclub Council, Sebastian Martinez

Our first major initiative is making information easily accessible. We'll begin by having a themed bulletin board in the Student Center for flyers, press releases, memos, and other media or documents for information or advertisement and to be updated monthly. We will also create podcast videos for announcements that are scheduled to be posted every two weeks.

The second proposal came from our Director of Community Service, who proposed ways to extend our help to students in need of accessibility support services or other necessities. We plan to collaborate with Hudson Helps by restocking and upkeep of the food pantry, and creating ready-to-go bags for distribution, all of which opens opportunities for volunteering - bringing HCCC closer to the community.

Lastly, we are planning multiple events throughout the year to enhance student engagement.

I look forward to communicating and working with all. I hope we have a smooth and functional year!

Enjoy the remainder of your night. Thank you.

2. All College Council Chair's Report

All College Council Vice Chair, Raffi Manjikian, offered the following report.

Good evening, Trustees. For those who may not know me, my name is Professor Raffi Manjikian and I am the Vice Chair of the All College Council (ACC), Co-chair of President's Advisory Council on Diversity, Equity and Inclusion (PACDEI), and an Instructor of Chemistry. I will be delivering tonight's ACC report in place of Dr. Cody. Chris is very sorry that he can't be here this evening, as he is in the midst of moving his family from Brooklyn to Monmouth County, NJ.

We'll begin by recognizing and thanking former trustees Bakari Lee and William Netchert for their years of service to Hudson County Community College. The Office of Communications issued a June 12 press release about both outstanding trustees and their contributions to the College.

We welcome our new trustees, Stacy Gemma and Vincent Lombardo, and look forward to working with them. Also, today, we held the groundbreaking ceremony for the Center for Student Success. We look forward to the amazing 11-story tower that is scheduled to be operational by the fall 2026 semester.

This summer has been busy with conferences, and many of our HCCC colleagues have been presenting at various conferences. Last month, the ACC Executive Board presented at the National Institute for Staff

and Organizational Development (NISOD) Conference in Austin, TX, along with a large Hudson delegation. We discussed the impact of our college's shared governance model and the holistic approach to moving HCCC forward. The room was full, and many in attendance informed us that they had left invigorated and hopeful they could advocate something similar at their institutions. Other presenters at NISOD included Professors Sonja Rodiger, Saliha Yagoubi, Jonathan Cabrera, and adjunct Lilisa Williams.

There was also a strong HCCC presence at the National Conference on Race and Ethnicity in Higher Education (NCORE) in Honolulu, Hawaii, back in May. Presenters at NCORE included Executive Director of the North Hudson Campus (NHC) Joseph Caniglia, Assistant Director of the NHC Diana Galvez, Social Worker Deliana Acosta, Associate Dean Pamela Bandyopadhyay, and Director of Hudson Helps Katherine Morales.

At the New Jersey Council of County Colleges Opportunity Summit, Katherine Morales received the Spirit Award, and Trustee Netchert received the Trustee Leadership Award.

Today's board packet includes an ACC Governance Recommendation (GR) for your approval. We are excited and proud because this is the first GR since we've begun our leadership term.

Now, I'll present the committee reports:

- The Academic Senate will resume its work on analyzing college policies, such as the Incomplete Policy, in early September.
- The Student Affairs Committee is to be congratulated for producing the amended Lactation Policy for your review in today's board packet. The governance recommendation provides a clear and progressive lactation policy for our whole community, especially for student parents.
- The Development and Planning Committee will look to build upon their success in the upcoming fall semester by continuing to raise awareness around the importance of giving back to HCCC.
- The College Life Committee held a successful employee appreciation luncheon at the end of spring, with over 200 attendees.
- The Technology Committee will address the issue of wayfinding technology in the fall. The initiative was proposed by a student who had difficulty navigating the campus.
- The Space and Facilities Committee continues to oversee the student-led mural painting on the STEM Building, which is expected to be completed this summer.

Finally, we are excited to announce that the ACC Retreat will occur on Thursday, August 8, from noon to 4:00 p.m. in the Johnston Room at the Culinary Conference Center.

I thank everyone who made this report possible, including ACC Chair Dr. Christopher Cody, Secretary Sarah Teichman, all the ACC committee members, President Reber and Cabinet, and the entire Board of Trustees. Once again, thank you to Trustees Lee and Netchert for all you have done for the HCCC community and family.

3. President's Report

President Reber offered the following report.

Before we begin, I ask you to join me in a moment of silence for victims of war and violence in the Middle East, Ukraine, Africa, and throughout the world.

Moment of Silence

Thank you. We condemn violence and hatred of all kinds, including anti-semitism and Islamophobia. We support one another in times of difficulty and strive to be a community that is respectful of – and safe for – everyone.

Lisa, thank you for your report, and congratulations to you and all students involved for the fine year of activities and advocacy led by the SGA this year!

Professor Manjikian, thanks for your report and for your outstanding leadership of the All College Council this year in partnership with Dr. Chris Cody and Sarah Teichman, and thank you for co-chairing our President's Advisory Council on Diversity, Equity, and Inclusion. It is a pleasure working with all of you and your colleagues, and we so appreciate everything you do for Hudson County Community College!

This evening, we welcome our new trustees, Stacy Gemma and Vincent Lombardo. Trustee Lombardo prefers to be addressed as Vin. Stacy and Vin, welcome to the HCCC family!

Trustee Gemma is a successful retail store owner, fashion consultant, and, since 2016, commercial realtor with Donovan Realty Group in Jersey City. She serves as an active member of several boards and numerous charitable and social organizations including Hudson County Chamber of Commerce, Jersey City Jewish Association, Jersey City Youth Foundation, Hudson Pride, Jersey City Theatre Company, the Cancer Support Community of Monmouth County, and Monmouth Medical Center Women's Council. Stacy holds an associate degree in Business Administration and Management from Brookdale Community College, so she especially values the community college mission.

Trustee Lombardo is the Executive Director of Development for New Jersey Institute of Technology's Newark College of Engineering. He is an accomplished fundraising and networking professional with more than 37 years of experience in the nonprofit and not-for-profit sectors. Vin previously served as Director of Development and Public Relations at United Cerebral Palsy of Hudson County and as Vice President of Development and Foundation at Bayonne Medical Center. He serves as chair of the Board of Commissioners for the Bayonne Housing Authority. Trustee Lombardo holds a Bachelor of Science degree from Montclair State University, and a Master of Public Administration degree from Fairleigh Dickinson University.

Trustees Gemma and Lombardo, on behalf of the HCCC family, thanks for your willingness to serve on this Board of Trustees at a period of tremendous opportunity and success in service of our mission.

Would either of you like to offer brief remarks?

Trustee Lombardo offered remarks.

I am proud that a number of our graduates are going to NJIT.

Trustee Gemma offered remarks.

I want to say thank you for having me.

President Reber resumed remarks.

Thank you, Trustees Gemma and Lombardo, and welcome again to the HCCC family. We all look forward to working with you!

On behalf of the HCCC family, I want to thank Trustees Jeanette Peña, Pamela Gardner, and Edward DeFazio for their upcoming service as our Board of Trustees Chair, Vice Chair, and Secretary/Treasurer, respectively. Jeanette, Pam, and Judge Ed, we all value your enduring guidance and support for this great college and its transformational mission. We all look forward to your leadership in these new officer roles, and to working with you to achieve continuous improvement in our high-performing and nationally acclaimed college.

This evening, we thank long-serving trustees and board officers William Netchert and Bakari Lee, whose terms have expired. Both are HCCC legends. Bill and Bakari have made a transformative impact on the growth, development, outcomes, and points of pride of Hudson County Community College. Bill and Bakari will always be prominent in the history and story of Hudson County Community College. Indeed, the myriad contributions of these two leaders and public servants have left an indelible mark here for which the HCCC family shall be eternally grateful.

Chairman Netchert was first appointed to the HCCC Board of Trustees in 2003, and he was elected chairman in 2005. Under his leadership, and in partnership with the College's administration, Chairman Netchert promoted the development of the "urban college campus" concept. As chair of the Board's Capital Projects Advisory Committee for many years, he led efforts to secure funding of the College's cumulative \$346 million expansion that included construction of the award-winning HCCC Culinary Arts Institute and Conference Center, Culinary Plaza Park, North Hudson Campus in Union City, national award-winning Gabert Library, state-of-the-art STEM Building, our new Student Center, and the future Center for Student Success – the groundbreaking for which we celebrated this morning – in addition to the revitalization and repurposing of four other buildings. Chairman Netchert supported the College's creation of robust cultural programs, including our nationally distinctive Foundation Art Collection, DEI exhibits, seminars, lectures, performing arts presentations, and so many other events that are offered free-of-charge to students and the community.

Under Bill's leadership over 21 years, the College forged partnerships with and garnered the support of local, state, and national elected officials for a growing array of grants and scholarships that directly benefit our HCCC family.

Trustee and long-serving Vice Chair Bakari Lee was appointed to the HCCC Board of Trustees in 2006. He served the Board as Secretary/Treasurer from 2009 until he was elected Vice Chair in 2012. For many years, he chaired the HCCC Finance Committee. Bakari also served on the Capital Projects Advisory Committee, Presidential Search Committee, and Middle States and Technology committees. Bakari Lee is an active and participating member of the HCCC President's Advisory Council on Diversity, Equity and Inclusion, or PACDEI; he served as Trustee Liaison to the HCCC Foundation Board; and he has spoken and offered presentations at countless HCCC events, including the annual Teaching and Learning Symposium on Social Justice in Higher Education, Kente Graduation, Juneteenth Celebration, and so many others.

Trustee Lee has also represented the College exceedingly well in leadership roles in statewide and national organizations. He chaired the New Jersey Council of County Colleges, and, under his leadership, the New Jersey Center for Student Success was established, which is dedicated to college completion for the state's community college students. Trustee Lee supported enhanced capital funding through the passage of the Building our Futures Bond Act, passage of legislation that preserves the Student Tuition Assistance Reward Scholarship, or NJ STARS, and legislation that provides in-county tuition for undocumented students, among many others. Bakari is a recognized and respected leader for community colleges across the nation. He served as Chair of the Association of Community College Trustees Board of Directors, and, last October, he received the ACCT M. Dale Ensign National Trustee Leadership Award in recognition of his exemplary leadership. The award is the association's highest honor that is bestowed upon a single trustee annually – from many thousands of trustees at all 1,200 community colleges across the United States – in recognition of exemplary leadership.

In addition to their leadership and guidance for transformative outcomes including state-of-the-art facilities; nationally acclaimed progress in moving the needle on student retention, completion, and the achievement of students' goals and dreams; visionary commitments to and outcomes associated with diversity, equity and inclusion in all forms; important initiatives to ensure fairness and equity in employee compensation and the welfare of employees; and many other outcomes, Bill and Bakari also led the college to achieve and sustain financial strength of the institution in partnership with my legendary predecessor, Dr. Glen Gabert, and with me over the last six years.

Today, the College's reserve is at a level of best practice as defined by the National Association of College and University Business Officers, or NACUBO; the college's net position has increased every year for the past 5 consecutive years; the college's annual audits have confirmed sound accounting practices with no material findings – and with commendations – for 8 consecutive years including the pandemic years; and, with the support of the county and the state, the college doesn't carry any capital debt. This means that we have been able to moderate increases in student tuition and fees to help our students afford attending HCCC, while also investing in comprehensive supports and wraparound services to help all students navigate complex life challenges.

A few weeks ago, we celebrated a college record 1,532 graduates at Red Bull Arena in Harrison. Thanks in no small measure to the steady leadership, guidance, advocacy and support of Trustees Netchert, Lee, and all of our trustees, most of these students were the first in their families to earn postsecondary credentials that are fundamental to their moving from public assistance to family-sustaining wages. Further, these inspirational graduates are now members of the skilled workforce that is so vital to Hudson County, and of critical importance to our statewide and national communities and economies.

Members of the HCCC family, please join me in thanking William Netchert and Bakari Lee for their combined nearly 40 years of exemplary leadership, guidance, advocacy and support for Hudson County Community College's students and mission.

Bill and Bakari, we will be organizing a dinner in your honor later this summer or early fall, but, for now, we would like to present each of you with a memento that reads:

"With Sincere Appreciation to William J. Netchert, Esq., Chair of Board of Trustees;

With Sincere Appreciation to Bakari G. Lee, Esq., Vice Chair of Board of Trustees;

From Your Friends at Hudson County Community College.

You Made a Difference!"

Your many years of board service are also included.

Before I invite each of you to offer remarks, I'd like to offer others here this evening the opportunity to share any brief comments should they choose.

Trustee Stahl offered remarks earlier in meeting.

Bakari and Bill, after sitting around this table for ten years and under your leadership and guidance, I learned so much from both of you. The leadership came from a steady source, you two, through the most recent college leaders, Dr. Gabert and Dr. Reber. I admire both of you for getting us where we are today as a board. Surely, you had an impact and affected my way of thinking along the way, as well as my wants and desires for the College and the appropriate timing for all decision-making. You built a great foundation for the board, and, hopefully, we can continue to strengthen, enhance, and reinforce the work to build upon it further.

Vice Chair Gardner offered remarks.

Thank you both. I know how you've served, how you've worked, and how you have encouraged and supported me and my leadership and my development on the board. I am most grateful for all that you've done. I've been able to work with the New Jersey Council of County Colleges. I've been encouraged to serve on the Diversity, Equity, and Inclusion Committee of the Association of Community College Trustees (ACCT) representing the Northeast Region. Bakari introduced me to the ACCT Governance Leadership Institute and encouraged me to go to the meetings to start getting in tune with what it is all about to be a trustee. I began the process and continue to be on board because of their involvement and the support of other trustees, and I truly appreciate that so much. I will miss you. If I call for help, I know you will be here because that's who you are. I hope to do as well as you did to give all I have for this community and this college. Thank you so much for the example that you have set.

Vice President Chiaravalloti offered remarks.

Thank you to the Lee family, especially to his daughters. You have devoted an unwavering amount of time to the College. When I traveled with you, I witnessed you being recognized not only by the state but also nationally as a leader. A motto you always brought up was about Hudson County Community College being Hudson County's best-kept secret, but you broke through that glass barrier a long time ago. People around the country know who we are because of your efforts.

Bill, our chairman, invited me to an informal meeting with breakfast and stale coffee at the VIP Diner eight years ago and made an interesting proposal. I thank you for bringing me this idea because I have not

regretted a single day accepting that proposal. I hope I've made you proud, and I appreciate your leadership.

I've written a book about the 50 years of Hudson County Community College, and the reality is that in the last 25 years, this institution has become true, serving the entire community. It's in great part due to your efforts and the partnership we've had with the County. Thank you.

Vice President Pujols offered remarks.

Thank you, Chris, for the opportunity to speak today.

My name is Yeury Pujols. I serve as Vice President for Diversity, Equity, and Inclusion. Today I stand before you as a long-serving employee of the college and a very proud alumnus of the college. I've been here for 18 years, and it's been my duty to serve the vibrant, rich, and talented HCCC community. Anytime you see or hear our students, like Sally Elwir, and others, it is a direct reflection of our efforts and the effectiveness of our mission.

I graduated from HCCC in 2001, and my time and experience here have empowered me to continue my studies. I obtained a bachelor's degree, a master's degree, and, most recently, a doctoral degree. This is my story, but this story has been experienced thousands of times over by our students. Our alums have scattered and are making an impact and a difference within their specialized fields. These stories are possible due to the College.

During my time as an employee, I've seen how far we've come not only with the facilities we built but also with the impact that we're making, decreasing equity gaps for all students and all groups. We're providing more opportunities, educational programs, and pathways, celebrating record numbers of graduates every year.

Bill, some time ago, you mentioned that HCCC is the best-kept secret. I think we're past that. We've won every major recognition from all the national organizations that we are affiliated with: ACCT, AACCC, ATD, HACU, and the list of acronyms goes on. We had the pleasure of presenting at all of these conferences on our Student Success, and Diversity, Equity, and Inclusion priorities. To the attendees, it was evident that we're committed, including our president. However, at every presentation, a question they would ask was, "What about the board?" The attendees were surprised that the board was so supportive and the driving force for making new initiatives a priority.

In closing, I welcome Trustees Stacy Gemma and Vincent Lombardo to the HCCC Board. Welcome to the Hudson County Community College family! On behalf of thousands of current and former students of the college, I want to say thank you, Bill Netchert and Bakari Lee, for the time, imagination, and creativity that you invested at the College. Thank you.

Assistant Dean Gerosimo offered remarks.

Yes, thank you both so much for all of your time. I remember my first time coming to talk to the board; I was so nervous. You were always so genuine; it is an excellent speaking environment. Every time SGA is up here speaking, I know there'll be comments coming from Bakari to ease their soul. Thank you all so much for your time, and thank you to the families for all the time they spend with us. Pam, you have to be ready to give feedback to the students, taking Bakari's role in celebration of our students.

Former Trustee Lee offered remarks.

It has been a journey. At the beginning, I didn't know anything about community colleges. I know my dad worked at one in the eighties. I would walk through Journal Square on my way to the PATH to take the train into the city and had no idea that there was a college here.

My firm has represented the Hudson County Improvement Authority for a long time, and I did a few financings with them and some meetings and had rare occasions to sit and chat with Bill. At one point, Bill learned that I lived in Jersey City. Weeks later, I received a call from the lead partner at the firm, asking if Bill had reached out to me, or if I had heard from Bill, and I didn't know what he was referring to. I thought

it was about the next transaction and it turned out that he wanted to talk to me about joining the HCCC Board. I did not have any concept or clue, like literally ignorant, benignly ignorant, as to what that meant.

Nonetheless, I met with Bill and former County Executive Tom DeGise to discuss becoming a member of the board. Before I knew it, I was appointed to the board.

The first thing that Bill asked me to do as a trustee at Hudson County Community College was attend Commencement. Bill, being the great leader that he is, wanted to establish what this work was all about.

Moving forward, I began to figure out how to achieve the best results aligned with our goals. I learned about the New Jersey Council of County Colleges and ACCT. Then, I'd go to these events and learn how to do what we're supposed to be doing. And again, in the fashion of a true leader, Bill supported and stood behind my decisions. I continued to get more involved, especially here at the College. My knowledge base and understanding grew, and the opportunities unfurled themselves to me, and I embraced them with Bill's support.

We have come to the end of this 18-year saga that has become part of my family history. I joined the board in 2006. I met my wife in 2013. We got engaged and married in 2015. My first daughter was conceived in 2016 and born in 2017. My second daughter was conceived in 2019 and born in 2020. The community college has been a family journey, and it's taught me so much. I've grown a lot. As I mentioned before, it's given me a world of opportunities. I am immensely thankful that every stage of the process has been positive for me.

What we have here is not always the case in other colleges. Frankly, it's rarely the case. I've interacted with boards around the country. If you communicate with other trustees around the state or the country, you'll hear quite the contrary of their challenging and difficult experiences.

I want to impress upon all of us once again how special an institution this is and how special a board this is! I want to implore you and encourage you to continue along that path. Keep this place special. No other institutions around the country have the opportunity to educate the diversity of students that HCCC has the opportunity to educate. Setting families on the right path in their lives. Making students tax-paying citizens. This college has become the anchor of the Journal Square community, and throughout the county. This is highly commendable. And again, that all starts with the leadership of our chair. There's nothing more important than good leadership.

I'm very thankful to have spent my time on this board. It's been a wonderful journey. I hope I've served you well. It has been my intention to do just that. I am looking forward to taking the time that I've dedicated to the college and dedicating it to my family. It's difficult when we're out in the evenings or away for conferences to be present for my young daughters and my beautiful wife, but she is super supportive and takes care of them. It's nearly impossible to achieve anything without someone standing with you, walking with you, and helping you reach your goal. When you take on a load of responsibilities, someone has to help you bear that burden. It's not doable by yourself. My wife has done that for me. I thank her for everything that she's done.

I feel as though my term here has come full circle. The first thing that I did as a trustee was attend Commencement. The last thing I did as a trustee was sit in this board meeting and hear a wonderful report about "The Brotherhood." I believe in and support mentorship programs. It's a beautiful bookend for me personally.

I'm thankful for every step of the way. I'm thankful for the friendship and leadership of my partner, Bill Netchert, and thankful to all of you for everything that you've done. I implore you, particularly the new trustees, to keep the faith. Keep this thing moving along, and thank you all.

Former Trustee William Nechert offered remarks.

It's been a great run. Twenty-one years ago, Tom DeGise called me and said, "Bill, would you like to serve on the Hudson County Community College Board of Trustees?" I said, "Sure, I don't have anything else to do. Why not?"

It's been one of the most daunting tasks I've ever been asked to take on. The first was husband, the second was father, and the last was trustee of Hudson County Community College.

Becoming a trustee is a task not to be taken lightly and just coming on board to say they're a trustee. I took on the responsibility and led by my best judgment and intuition.

When I met Bakari, my intuition was that he belonged here. I spoke with the County Executive to allow me to recommend him and the rest is history. I felt the same way about Pamela and Jeanette when they joined the board.

I thank County Executive DeGise. Look at the board we have now. When I came here, Dr. Epps was the Chair of the Board. However, he left because he was becoming an Assemblyman. So away Dr. Epps went, and I was elected as chair, and Adrienne Sires as vice chair. She is a retired educator from West New York and the wife of the mayor at the time. Then, along came Kevin Callahan, Karen Fahrenholz, Principal Alfred Zampella, and Principal James Fife. We had a board that we could be proud of. The governor appointed two trustees, and the county executive appointed the rest.

Ed Defazio is the last appointed trustee before today. I knew you were right for this role. I know you'll do well because your heart is in the right place. When you first came on board, you saw what we believe in and what you had to deal with as a prosecutor, and then as a judge. We believe in trying to find a way to save some of the students who leave high school and never get anywhere except in the hospital with a gunshot or extreme circumstance. We needed to figure out a way to get them, and we found a way to get them, and we have gotten them.

Now, I welcome our two new board members, and I hope that somebody talks about you guys the way people are talking about Bakari and me someday. But I want to echo what Bakari says, "Keep the faith!"

Last story, six years ago, Chris Reber became president of the College. Before him, we had Glen Gabert who was a great president. However, he is not Chris Reber. People asked, "How's Chris?" I said, "He's Glen Gabert but on steroids."

As Chair I was tasked with the President's leave. I talked to him about staying for another couple of more years, but he had to go, and I don't blame him. Everyone should move on.

Then, the board took on the task of finding a new president, and we decided we were going to do it the right way, not the convenient way, not the political way, but the right way, and I appointed a Presidential Search Committee including Bakari Lee, Kevin Callahan, and Karen Fahrenholz from the Board of Trustees. We had three members from the Union. We had members of the faculty. We interviewed about 30 or so people through Zoom initially and then live. We ended up with four to five final candidates. We all reviewed them and made the right decision in selecting Chris. As my friend Nicholas has said, we're not the best-kept secret anymore. We've gone from a little anonymous college to now one of the most important educational institutions in the country, without doubt.

I urge the new trustees and my friends who I'm leaving to continue to do the right thing. I will be available and only a phone call or text away. Thank you all for everything!

President Reber offered closing remarks.

Thank you, Bill and Bakari. Trustees, this concludes my report.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS:

1. *The Minutes of the Regular Meeting of May 14, 2024 were approved.*

2. *Gifts, Grants, and Contracts Report*

Hudson County Community College has received the following grants:

Title: *Strengthening Career and Technical Education (CTE) for the 21st Century (Perkins V)*

Agency: NJ Department of Education (NJDOE)

Purpose of Grant: HCCC received notice of the College's FY 25 allocation to be utilized for direct program and instructional support for HCCC CTE programs. The funding application will be submitted for review and approval.

College Administrator: Nydia James

College Contribution: \$0

Award Amount: \$1,264,951

Title: Growing Apprenticeships in Nontraditional Sectors (GAINS)

Agency: New Jersey Department of Labor and Workforce Development, Office of Apprenticeships

Purpose of Grant: Apprenticeships in Non-Traditional Sectors

College Administrator: Anita Belle

College Contribution: \$0

Award Amount: \$71,694

*Introduced by: Pamela Gardner
Seconded by: Harold Stahl*

9 Ayes.....0 Nays

Resolutions Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATION:

1. Resolution Authorizing Contract for the Management and Operation of Parking Stackers to be funded from the operating budget at a cost not to exceed \$964,697 was approved.
2. Resolution Authorizing Award of Audit Contract for Fiscal Year 2024 at a cost not to exceed \$87,000 was approved.
3. Resolution Authorizing Agreement for Staff and Faculty Monthly Parking at Vroom Street Church to be funded from the operating budget at a cost not to exceed \$99,000 was approved.
4. Resolution Approving Agreement for Electronic Processing Services to be funded from the operating budget at a cost not to exceed \$230,000 was approved.
5. Resolution Authorizing Renewal of Agreement with the County of Hudson and the Hudson County Improvement Authority to Share Services Related to Certain Capital Development Projects to be funded through Chapter 12 at a cost for the Services not to exceed \$180,000 and at a cost for Consulting Services not to exceed \$126,896 was approved.
6. Resolution Authorizing Renewal of Advanced Email Security Protection Software to be funded from the operating budget at a cost not to exceed \$62,454 was approved.
7. Resolution Authorizing Renewal of Canvas Cloud Software to be funded from the operating budget at a cost not to exceed \$185,814 was approved.
8. Resolution Authorizing Renewal of Altice Media Services Contract for Cable Advertisements to be funded from the operating budget at a cost not to exceed \$62,065 was approved.
9. Resolution Authorizing Renewal of News 12 Media Services Contract for Cable Advertisements to be funded from the operating budget at a cost not to exceed \$30,113 was approved.

10. Resolution Authorizing Renewal of Effectv Media Services for Cable Advertisements to be funded from the operating budget at a cost not to exceed \$50,000 was approved.
11. Resolution Authorizing Renewal of Liability and Casualty Insurance to be funded from the operating budget at a cost not to exceed \$590,000 was approved.
12. Resolution Amending Resolution #1 from April 16, 2024 Board of Trustees Meeting to accept Chapter 12 funds of \$3,155,808 was approved.

Introduced by: Pamela Gardner
Seconded by: Harold Stahl

9 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS 1-7:

1. RESIGNATION

First Name	Last Name	Title	Effective Date
John	Scanlon	Associate Vice President, Institutional Research and Planning	July 2, 2024

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

2. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Annual Salary
Marselly	Almanzar	Senior Assistant Director, Advising, Training and Development	114	June 17, 2024	\$ 67,093.60
Alexa	Andrade	Academic Counselor	113	June 17, 2024	\$ 56,539.62
Sarah	Andrews	Academic Counselor	113	June 17, 2024	\$ 65,671.28
Ariana	Calle	Associate Director, Hudson Helps Resource Center (North Hudson Campus)	115	June 16, 2024	\$ 60,913.61
George	Hill	Academic Counselor	113	June 17, 2024	\$ 78,000.00
Kadira	Johnson	Basic Needs Social Worker	111	June 16, 2024	\$ 51,283.09
Mackenzie	Johnson	Academic Counselor	113	June 3, 2024	\$ 60,407.15
Nicholas	Mangal	Senior Assistant Director, Program Operations and Development	114	July 2, 2024	\$ 67,093.60
Keisha	Taylor	Assistant Director, Student Life and Leadership	113	June 16, 2024	\$ 58,519.84
Alexa	Yacker	Mental Health Counselor	113	July 15, 2024	\$ 57,000.00

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

3. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Elizabeth	Hallacy	Instructor, ESL (Non-tenure track)	August 16, 2024	December 31, 2024	\$56,320.00
Shree Vishal	Persaud	Instructor, ESL (Non-tenure track)	August 16, 2024	December 31, 2024	\$56,320.00

Sohrab	Sajadi	Instructor, ESL (Non-tenure track)	August 16, 2024	December 31, 2024	\$56,320.00
Amanda	Velez	Instructor, ESL (Non-tenure track)	August 16, 2024	December 31, 2024	\$56,320.00

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

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Lydia Kai	Adjetet	Advancement Alumni Relations Intern	101	June 17, 2024	December 31, 2024	\$ 32,500.00
Candice	Fernandez	Academic Counselor	113	June 12, 2024	December 31, 2024	\$ 56,539.62
Rossella	Lopez	Admissions Advisor	109	July 1, 2024	December 31, 2024	\$ 48,619.02
Marian	Betancourt	Student Success Coach, NJRC (Grant-funded)	109	July 1, 2024	June 30, 2025	\$ 48,903.08
Denisse	Carrasco	Healthcare Coordinator, Gateway to Innovation (Grant-funded)	109	July 1, 2024	June 30, 2025	\$ 48,903.89
Jessica	Cortez	Academic Counselor	113	July 1, 2024	December 31, 2024	\$ 55,250.44
Laurice	Dukes	Associate Director, Gateway to Innovation (Grant-funded)	113	July 1, 2024	June 30, 2025	\$ 63,654.00
Evani	Greene	Student Success Coach, Gateway to Innovation (Grant-funded)	109	July 1, 2024	June 30, 2025	\$ 48,903.90
Sean	Kerwick	Associate Director, Supply Chain and Logistics, CWI (Grant-funded)	115	July 1, 2024	June 30, 2025	\$ 82,152.91
Tania	Martin	Career Advisor, Center for Adult Transition (Grant-funded)	109	July 1, 2024	June 30, 2025	\$ 53,794.00
Maritza	Reyes	Associate Director, Center for Adult Transition (Grant-funded)	115	July 1, 2024	June 30, 2025	\$ 79,567.50
Whitney Mora	Rivera	Customer Service Representative (Grant-funded)	103	July 1, 2024	June 30, 2025	\$ 37,492.00
Maria Lita	Sarmiento	Alumni Manager, Gateway to Innovation (Grant-funded)	112	July 1, 2024	June 30, 2025	\$ 59,501.64
Luz	Tellez	Academic Advisor	109	July 1, 2024	December 31, 2024	\$ 47,202.93
Mylz	Wilson	Student Success Coach, Workforce Development (Grant-funded)	109	June 19, 2024	June 30, 2025	\$ 47,202.93

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

5. REAPPOINTMENT OF TENURE-TRACK FACULTY FOR ACADEMIC YEAR 2024-25

First Name	Last Name	School
Jonathan	Cabrera	Humanities and Social Sciences
Christopher	Cody	Humanities and Social Sciences
Inez	Cruz	Nursing and Health Programs
Sharon	Daughtry	Business, Culinary Arts and Hospitality Management
Yavuz	Guner	STEM
Gabriel	Holder	Nursing and Health Programs
Marissa	Lontoc	Business, Culinary Arts and Hospitality Management
Raffi	Manjikian	STEM
Daniel	Ondieki	STEM
Josue	Perez	Humanities and Social Sciences
Ashley	Pianko	Nursing and Health Professions
Sebastian	Pieciak	Humanities and Social Sciences
Soviesky	Pujols	Humanities and Social Sciences
Dorante	Richards	Nursing and Health Professions
Sonja	Rodiger-Radovic	Humanities and Social Sciences
Gunes	Senturk	STEM
Keeley	Thornton	Humanities and Social Sciences
Kade	Thurman	Humanities and Social Sciences
Benedetto	Youssef	Humanities and Social Sciences

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Reappointment of Tenure-Track Faculty for Academic Year 2024-25 listed above, as Personnel Recommendation Item No 5.*

6. REAPPOINTMENT OF COLLEGE LECTURERS FOR ACADEMIC YEAR 2024-25

First Name	Last Name	School
Griselda	Frane	Nursing and Health Professions
Carmen	Pelardis	Nursing and Health Professions
Nancy	Saliba	Nursing and Health Professions

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Reappointment of College Lecturers for Academic Year 2024-25 listed above, as Personnel Recommendation Item No 6.*

7. AUTHORIZATION OF PART-TIME STAFF THROUGH JUNE 2025, AS NEEDED

FIRST NAME	LAST NAME	OFFICE	TITLE	POSITION ID	SUPERVISOR
Christopher	Capri	Academic Support Services	Tutor	TUTOR-252010	Kenny Fabara

Joseph	Schreck	Academic Support Services	Tutor	TUTOR-252010	Kenny Fabara
Monique	Tawiah	Academic Support Services	Tutor	TUTOR-252010	Kenny Fabara
Nicole	Barnes	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Laura	Brinkley	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Laura	Burnett	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Javier	Cabezas	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Marisa	Daponte	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Angel	Dumencela	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Maria	Figueroa	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Kimberly	Muller	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis
Gabrielle	Reeves	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Lisbeth	Romero	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Dhrushna	Vasram	Accessibility Services	Notetaker/Reader	READER-150525	Karine Davis
Josefa	Flores	Advisement	Office Assistant	OFFAST-200510	Jenny Henriquez
Esperanza	Robles-Class	Advising and Counseling	Academic Advisor	Academic Advisor	Jenny Henriquez
Jelani	Scriven	Advising and Counseling	PT Office Assistant	OFFAST-200510	Andy Adler
Igor	Tserkun	Advising and Counseling	PT Office Assistant	OFFAST-200510	Andy Adler
Urimala	Chawaria	Center for Teaching, Learning, and Innovation	Office Assistant	OFFAST	Paula Roberson
Jay	Singh	Communications	Web Developer	PTWBDEV-254055	Kristofer Fontanez
Mahmoud	Abouegila	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Luis	Aguayo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Khayala	Aliyeva	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Timothy	Amin	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515; HCINST-604020	Catherina Mirasol; Anita Belle; Samaya Yashayeva
Omar	Ashour	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Jacquelyn	Bird	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Kaivan	Cuellar	Continuing Education and Workforce Development	PT Office Assistant	OFFAST-102010	Chastity Farrell
Maria Lou Riza	Dejesus	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Angela	Delgado	Continuing Education and Workforce Development	PT Instructor	PTINST-603091	Maritza Reyes
Sonam	Dorji	Continuing Education and Workforce Development	Pt Mentor	MENTOR-603091	Maritza Reyes
Denise	Dubron	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Amal	Eddegouj	Continuing Education and Workforce Development	PT Instructor	HCINST-103005; PTINST-102010	Samaya Yashayeva; Chastity Farrell
Raymond	El-Khoury	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Ezgi	Elouzeh	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Fadoi	Essaoudi	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515; HCINST-604020	Catherina Mirasol; Anita Belle; Samaya Yashayeva
Andrea	Goodwin	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Shakima	Goodwin	Continuing Education and Workforce Development	PT Coordinator	PTCORD-605016	Anita Belle
Majdi	Hammoudeh	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515; HCINST-604020	Catherina Mirasol; Anita Belle; Samaya Yashayeva
William	Jakubowski	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Khurshed	Khan	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Faustina	Koffi	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Gary	Leyva	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Elizabeth	Marrero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Hector	Mota	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Cheyenne	Murray	Continuing Education and Workforce Development	PT Camp Counselor	SUMTA-102010	Chastity Farrell
Abeer	Nouh	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Adrianne	Payne	Continuing Education and Workforce Development	PT Instructor	PTINST-603091	Maritza Reyes
Mark	Raines	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Muhammad	Rasheed	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Attiq	Rehman	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Julie	Rosario	Continuing Education and Workforce Development	PT Customer Service Assistant	CSTAST-102010	Chastity Farrell
Charles	Schaadt	Continuing Education and Workforce Development	PT Instructor	PTINST-603071	Anita Belle
Anna	Zielinski	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Anthony	Clode	Culinary Arts	Adjunct Additional Assignment	PTAACAI-10130	Ara Karakashian
La'Tyra	Danner	Culinary Arts	Office Assistant	OFFASSIST- 101030	Ara Karakashian
Regina	Espino	Culinary Arts	Receiving Clerk	TFTRCLK- 101030	Ara Karakashian
Kim	Fong	Culinary Arts	Adjunct Additional Assignment	PTAACAI-10130	Ara Karakashian
Samir	Nour	Culinary Arts	Office Assistant	OFFAST-101030	Ara Karakashian
Frank	Pascale	Culinary Arts	Adjunct Additional Assignment	PTAACAI-10130	Ara Karakashian
Jasmine	Pascua	Culinary Arts	Office Assistant; Adjunct Additional Assignment	RECLERK- 101030; PTAACAI- 101030	Ara Karakashian
Anuchit	Pukdeedamrongrit	Culinary Arts	Receiving Clerk; Adjunct Additional Assignment	RECLERK- 101030	Ara Karakashian
Matthew	Siciliano	Culinary Arts	Adjunct Additional Assignment	PTAACAI- 101030	Ara Karakashian
Manira	Traore	Culinary Arts	Office Assistant	OFFAST-101030	Ara Karakashian
Diana	Acosta	Customer Service	Customer Service Assistant	CSASST-253035	Frederick Medina
Alexander	Benitez	Customer Service	Office Assistant	OFFAST-253035	Frederick Medina
Tito	Torres Villacres	Customer Service	Customer Service Assistant	CSASST-253035	Frederick Medina
Ghania	Ahmed Zaid	Educational Opportunity Fund (EOF)	EOF Tutor	EOFTUTOR- 150515	Jose M. Lowe
Leonardo	Amador	Educational Opportunity Fund (EOF)	EOF PEER LEADER	EOFPEER- 603048	Jose M. Lowe
Angel	Bermudez	Educational Opportunity Fund (EOF)	EOF PEER LEADER	EOFPEER- 603048	Jose M. Lowe
Jailyn	Bermudez	Educational Opportunity Fund (EOF)	EOF PEER LEADER	EOFPEER- 603048	Jose M. Lowe
Luis	Diaz Jr	Educational Opportunity Fund (EOF)	EOF Office Assistant	EOFOFFAST- 603048	Jose M. Lowe
Natassja	Freeman	Educational Opportunity Fund (EOF)	EOF Tutor	EOFTUTOR	Jose Lowe
Victoria	Migochi	Educational Opportunity Fund (EOF)	EOF Tutor Coordinator	EOFTUTCOOR- 150515	Jose M. Lowe
Aqsa	Naveed	Educational Opportunity Fund (EOF)	EOF Financial Liaison	EOFFINLIAI- 150515	Jose M. Lowe

Neivi	Nunez	Educational Opportunity Fund (EOF)	EOF PEER LEADER	EOFPEER-603048	Jose M. Lowe
Tyhia	Peters	Educational Opportunity Fund (EOF)	EOF PEER LEADER	EOFPEER-603048	Jose M. Lowe
Marolla	Youakim	Educational Opportunity Fund (EOF)	EOF Instructor	EOFINST-603048	Jose M. Lowe
Jedediah	Palmer	English as a Second Language (ESL)	ESL Coordinator	PTCORDESLAFE	Alison Wakefield
Hannah	Allen	Enrollment Services	Enrollment Support Assistant	ENRSUP 200525	Wajia Zahur
Faizan	Aslam	Enrollment Services	Enrollment Support Assistant	ENRSUP-200525	Sabrina Bullock
Najwa	Essaki	Enrollment Services	Enrollment Support Assistant	ENRSUP 200525	Wajia Zahur
Manuel	Preciado	Financial Aid, NHC	Office Assistant	OFFAST-200520	Sylvia Mendoza
Rehab	Bensaid	Hudson Helps Resource Center	Career Closet Coordinator	CACLCO-603055	Katherine Morales
Stephanie	Pina	Human Resources	HR Administrator	HR Administrator	Anna Krupitskiy
Leymi	Abreu	Human Resources	Benefits Assistant	BENEFITSASST-253020	Anna Krupitskiy
Keane	Cadogan	Human Resources	HR Coordinator	HR Coordinator	Amaal Ogburn
Anshuma	Jain	Human Resources	HR Administrator	HR Administrator	Anna Krupitskiy
Logan	Thomas	Human Resources	HR Coordinator	HR Coordinator	Amaal Ogburn
Mohamed	Abdelkader	Information Technology Services	Instructional lab assistant	POSNID-253025	Diana Perez
Eva	Quezada	Nursing and Health Professions	Office Assistant	OFFAST-101016	Tess Wiggins
Ryisha	Heusner	Nursing and Health Professions	Office Assistant	OFFAST-101016	Tess Wiggins
Ebony	Cousar	Public Safety and Security	Office Assistant	OFFAST-253040	John Quigley
Analyne	Aponte	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Abdessamad	Belgubli	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Lisa	Camacho	Student Life and Leadership	Event Assistant	PTEVAST-701000	Veronica Gerosimo
Gauri	Gangaram	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Sharayah	Manwah	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Miranda	Martinez	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Neivi	Nunez	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Lisa Marie	Rivera	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo

Chrisitian	Rodriguez	Student Life and Leadership	Event Assistant	PTEVAST-701000	Veronica Gerosimo
Kayla	Sandomenico	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Sonny	Tungala	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Nelson	Tungala Jr.	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Cristal	Ventura	Student Life and Leadership	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Natalia	Amin Montero	Student Services/Cass	PT Office Assistant	OFFAST-200510	Briana Casagrande
Jamia	Jones	Student Services/Cass	PT Office Assistant	OFFAST-200510	Andy Adler
Christine	Olukere	Testing and Assessment	Testing Assistant/Proctor	TASST-200530	Darlery Franco

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 7.*

8. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Nicole	Behman	Humanities and Social Sciences
Daniel	DeShong	Nursing and Health Professions
Nancy O'Connell	Gentile	Science, Technology, Engineering, and Mathematics
Thomas A.	Gentile	Science, Technology, Engineering, and Mathematics
Jamila	Hughley	Humanities and Social Sciences

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 8.*

9. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title/Classification	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
College Lecturer, Criminal Justice	Associate Director, DEI Training	Richard Walker	Salary Grade From: 112 To: 115 No Change in Salary	June 16, 2024
Custodial Supervisor	N/A	Jose Acosta	Salary Grade From: 106 To: 110 Salary From: \$44,177.57 To: \$52,037.79	June 16, 2024
Payroll Officer	Director	Zuany Chicas	Salary Grade From: 114 To: 117 Salary From: \$74,822.54 To: \$82,110.81	June 16, 2024

Maintenance Manager	N/A	Mark Murray	No Change in Grade Salary From: \$87,838.31 To: \$92, 838.31	June 16, 2024
Custodial Supervisor	N/A	Denzel Smith	Salary Grade From: 106 To: 110 Salary From: \$44,027.00 To: \$48, 219.77	June 16, 2024
Assistant Director, Testing	Associate Director, Testing	Guerly Jean-Baptiste	Salary Grade From: 113 To: 115 Salary From: \$59,747.05 To: \$73,532.82	June 16, 2024
Senior Assistant Director	N/A	Andy Adler	Salary From: \$57,397.53 To: \$65,677.87	June 16, 2024
Senior Assistant Director	N/A	Brianna Casagrande	Salary From: \$55,923.20 To: \$62,321.48	June 16, 2024
Academic Counselor	N/A	Josh Mariscal	Salary From: \$55,476.61 To: \$57,828.79	June 16, 2024

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Staffing Table Modifications listed above as Personnel Recommendation Item No. 9.

10. RESOLUTION TO AMEND SEX NON-DISCRIMINATION AND TITLE IX POLICY AND LACTATION POLICY, AND APPROVE DEMONSTRATION AND PROTEST POLICY

WHEREAS, the Board of Trustees ("Board") is committed to ensuring regular review and updates of the College's policies; and,

WHEREAS, the President, Administration, and Personnel Committee recommend the amendment of the Sex Non-Discrimination and Title IX Policy, and Lactation Policy; and Approval of the Demonstration and Protest Policy; and,

WHEREAS, the Board will delegate to the President the responsibility to develop procedures and guidelines for the implementation of these policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the amendment and approval of the above policies.

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

11. Resolution Authorizing a 3% Increase in Base Salary for Confidential and Part-time Employees

WHEREAS, Hudson County Community College ("College") employs Confidential and Part-time employees; and,

WHEREAS, Confidential and Part-time employees are not represented by any bargaining unit; and,

WHEREAS, the College is committed to taking steps to keep up with the cost of living through adjustment of wages and salaries; and,

WHEREAS, the College is committed to the retention of talented and qualified employees; and,

WHEREAS, the President, upon consultation with the Cabinet, recommends 3% salary increases for Confidential and Part-time employees; and,

WHEREAS, the increase will be effective July 1, 2024 for those Confidential and Part-time staff employed by the College on or before January 1, 2024; and,

WHEREAS, the Administration, Finance Committee, and Personnel Committee recommend these base salary adjustments;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve salary increases for Confidential staff consistent with their position placement on the Employee Compensation and Classification System as set forth in this resolution.

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

12. RESOLUTION TO GRANT TRUSTEE EMERITUS HONORIFIC TITLE

WHEREAS, the Board of Trustees ("Board") recognizes contributions of long-serving and distinguished Trustees for their service in public education in Hudson County and their active membership and contributions on the Hudson County Community College Board of Trustees; and,

WHEREAS, the following individuals served the College as Trustees and Board Officers with evidence of substantive contributions and distinguished service to the College for many years:

Name	Proposed Title
William Netchert	Trustee Emeritus
Bakari Lee	Trustee Emeritus

WHEREAS, the President, Administration, and Personnel Committee recommend granting Trustee Emeritus honorific title to the individuals noted in this Resolution;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees grant Trustee Emeritus honorific title to the individuals above.

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

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-12.**

Introduced by: Harold Stahl
Seconded by: Edward DeFazio

9 Ayes.....0 Nays

Resolutions Adopted

Item VIII
Attachment I
Resolution 10

Demonstration and Protest

Policy Purpose:

The philosophy of Hudson County Community College ("College") is to encourage freedom in expressing ideas in a scholarly and law-abiding manner. The Demonstration and Protest Policy ensures a safe and inclusive environment for all members of the College community. This policy outlines the expectations for, and obligations of, anyone wishing to hold a protest or other public demonstration on property owned or controlled by the College.

Policy:

The intention to hold a demonstration and the names of all its participants must be filed with the Office of the Senior Vice President for Student Affairs and Enrollment at least 72 hours before the event. No public demonstration shall occur on College property without prior authorization. The statement of intention must include the date, time, location, and purpose, an approximate number of people expected to participate, the type of activity involved (e.g., picketing, distributing leaflets, etc.), and the names of at least three persons responsible for maintaining a proper order. The College will use content-neutral criteria and safety considerations to confirm registration, generally within one business day. The College campus is not a public forum, and outside parties are not permitted to organize demonstrations on campus.

The College is committed to academic freedom and civil discourse. A public demonstration may be permitted so long as it is peaceful, non-obstructive, and respectful of other students, faculty, employees and College guests. Therefore, no action may endanger the safety or security of the College community, infringe upon the rights of members of the community, obstruct access to College facilities or spaces, damage property, disrupt normal College operations, or otherwise violate applicable laws or College policies.

In general, a protest or other public demonstration inside College buildings would be disruptive to the occupants of the building and thus will not be permitted.

The Culinary Plaza Park will be available to students, faculty, staff, and College-recognized student groups for approved demonstrations during its operating hours, dawn to dusk on Mondays through Fridays when classes are in session (excluding exam periods and College holidays). Any persons engaging in disruptive or disorderly conduct, or otherwise violating this Policy, the Student Code of Conduct, or any other College policy will be subject to disciplinary action, up to and including immediate, interim suspension pending a hearing, and/or expulsion from the College, and/or criminal charges.

Participation in a protest or other public demonstration is restricted to members of the College community. Individuals who are not members of the College community will be instructed to leave campus and are subject to criminal charges.

The Board delegates to the President the responsibility to develop, implement, and enforce the Student Demonstration Policy.

Approved: June 2024

Approved by: Board of Trustees

Category: Student Affairs

Scheduled for Review: June 2027

Responsible Office: Student Affairs

Item VIII
Attachment II
Resolution 10

Amended Lactation Policy

Purpose:

The purpose of this Lactation Policy is to ensure Hudson County Community College (“College”) provides nursing parents the appropriate time and space to express milk while on campus. This policy applies to all students, faculty, and staff at the College.

Policy:

Hudson County Community College (“College”) and its Board of Trustees (“Board”) welcome and support students, faculty, and staff who are parents. The College recognizes that students, faculty, and staff may have a need to express milk while on campus and require an appropriate space in which to do so. This policy applies to all students who need to express milk during the course of their studies, and staff and faculty who need to express milk during their working hours. The College will provide nursing individuals with reasonable break times and an appropriate space to express breast milk while on campus in order to provide equal educational and employment opportunities while also meeting their health needs.

Approved: November 2018; Amended June 2024

Approved by: Board of Trustees

Category: Student Affairs, Human Resources

Subcategory: Lactation Policy

Responsible Office: Student Affairs and Enrollment

Scheduled for Review: June 2027

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-10:

1. Resolution Authorizing an Addendum to the Existing Agreement Between Hudson County Community College (HCCC) and New Jersey Reentry Corporation (NJRC) for the Delivery of the Summer Training Institute was approved.
2. Resolution Authorizing a Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Rising Tide Capital was approved.
3. Resolution Authorizing an Affiliation Agreement Between Hudson County Community College (HCCC) and Iron Culture for Internship Experiences in HCCC's Personal Fitness Training and Exercise Science Programs was approved.
4. Resolution Authorizing an Affiliation Agreement Between Hudson County Community College (HCCC) and Fitness Factory for Internship Experiences in HCCC's Personal Fitness Training and Exercise Science Programs was approved.
5. Resolution Authorizing Continuing Partnerships Between Hudson County Community College (HCCC) and Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2024- 25 was approved.

Introduced by: Pamela Gardner
Seconded by: Silvia Rodriguez

9 Ayes.....0 Nays

Resolutions Adopted

X. NEW BUSINESS - None

XI. ADJOURNMENT at 6:17 p.m.

Introduced by: Harold Stahl
Seconded by: Pamela Gardner

9 Ayes.....0 Nays

Resolution Adopted

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Approving Change Order No. 1 to the Contract for 119 Newkirk Street Demolition for Parking Stackers

WHEREAS, the College awarded a construction contract to Persistent Construction, Inc. ("Persistent") for the site demolition/clearance of 119 Newkirk Avenue ("Services"), and the parties entered into a contract for the Services dated September 12, 2023; and,

WHEREAS, Persistent provided a proposal with the initial cost of \$1,373,182 for the Services; and,

WHEREAS, the College is desirous of authorizing Persistent to do additional work by way of a first change order under the existing contract; and,

WHEREAS, the proposed change order ("Change Order No. 1") is attached hereto as Attachment I; and,

WHEREAS, MAST Construction Services, Inc. ("MAST"), the College's construction manager, reviewed and approved the changes as set forth in Change Order No. 1; and,

WHEREAS, the cost of such additional work is insubstantial in relation to the cost of the overall project and would not, standing alone, meet the threshold for public bidding of a new contract; and,

WHEREAS, the cost of this service will be funded through Chapter 12; and,

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee approve the changes as set forth in Change Order No. 1; and,

WHEREAS, due to urgency, the Vice President for Business and Finance/ CFO has signed Change Order No. 1.;

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING ACTIONS:

1. Change Order No. 1 attached hereto in the amount of \$178,884 is hereby approved.
2. The signature of the Vice President for Business and Finance/ CFO of Change Order No. 1. is hereby ratified. The President is authorized to sign Change Order No. 1, such signature shall re-affirm the College's approval of Change Order No. 1.
3. The construction contract will thereby be amended to increase the Contract Sum and to authorize the work as set forth in Change Order No. 1.
4. In all other respects the construction contract remains unchanged.

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

2. Resolution Approving Change Order No. 1 to the Contract for Architectural and Engineering Services for HVAC Upgrades and Replacements at the Culinary Conference Center

WHEREAS, the College awarded a contract to PS&S for architectural and engineering services for HVAC and Chiller system upgrades and replacements in the Culinary Conference Center building ("Services") and the parties entered into a contract for the Services dated February 13, 2024; and,

WHEREAS, PS&S provided a proposal with the initial cost of \$157,300 for the Services; and,

WHEREAS, the College is desirous of authorizing PS&S to do additional work by way of a first change order under the existing contract; and,

WHEREAS, the proposed change order ("Change Order No. 1") is attached hereto as Attachment II; and,

WHEREAS, MAST Construction Services, Inc. ("MAST"), the College's construction manager, reviewed and approved the changes as set forth in Change Order No. 1; and,

WHEREAS, the cost of this service will be funded through Chapter 12; and,

WHEREAS, the Administration, Finance and Capital Projects Advisory Committees approve the changes as set forth in Change Order No. 1.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES APPROVE THE FOLLOWING ACTIONS:

1. Change Order No. 1 attached hereto in the amount of \$79,500.00 is hereby approved.
2. The President is authorized to sign Change Order No. 1 on behalf of the College.
3. The construction contract will thereby be amended to increase the Contract Sum and to authorize the work as set forth in Change Order No. 1.
4. In all other respects the construction contract remains unchanged.

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

3. Resolution Approving Architectural and Engineering Services On-Call List

WHEREAS, Hudson County Community College ("College") has determined that, for the efficient operation of the College, it is in the College's best interests to have New Jersey licensed architects and engineers available to provide on-call services when needed; and,

WHEREAS, notwithstanding that the services constitute a professional service and may be awarded without conducting a fair-and-open process, the College solicited proposals by posting a Request for Proposal ("RFP") for the services; and,

WHEREAS, to be considered for an award of contract, proposers were required to meet the following minimum qualifications:

1. Licensure to practice architecture and/or engineering in the State of New Jersey;
2. At least five (5) years of experience in the design and implementation of higher education projects;
3. Location within a reasonable distance of Hudson County, New Jersey; and,
4. Ability to review and make recommendations concerning proposals and projects in conformance with applicable local requirements and the general requirements of design practice; and,

WHEREAS, the following firms submitted proposals in response to the RFP:

Vendor

Location

BECHT Engineering
 Bright View Engineering
 Concord Engineering
 DiCara|Rubino
 DMR Architects
 Dresdner Robin
 French and Parrello Associates
 GZA Geo Environmental, Inc.
 H2M Architects
 LAN Associates
 NK Architects
 Neglia Engineering Services
 NETTA Architects
 PS&S Engineering
 Remington & Vernick Engineers
 RSC Architects
 Settembrino Architects
 USA Architects

Warren, New Jersey;
 Livingston, New Jersey;
 Voorhees, New Jersey;
 Wayne, New Jersey;
 Hasbrouck Heights, New Jersey;
 Fairfield, New Jersey;
 Wall Township, New Jersey;
 Fairfield, New Jersey;
 Parsippany, New Jersey;
 Goshen, New York;
 Morristown, New Jersey;
 Lyndhurst, New Jersey;
 Mountainside, New Jersey;
 Warren, New Jersey;
 Secaucus, New Jersey;
 Hackensack, New Jersey;
 Atlantic Highlands, New Jersey; and,
 Somerville, New Jersey.

WHEREAS, all of the proposers have the qualifications required by the RFP; and,

WHEREAS, the term of the RFP is one (1) year; and,

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend that contracts for on-call services be awarded to all proposers;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson Community College award contracts for on-call services to:

Vendor	Location
BECHT Engineering	Warren, New Jersey;
Bright View Engineering	Livingston, New Jersey;
Concord Engineering	Voorhees, New Jersey;
DiCara Rubino	Wayne, New Jersey;
DMR Architects	Hasbrouck Heights, New Jersey;
Dresdner Robin	Fairfield, New Jersey;
French and Parrello Associates	Wall Township, New Jersey;
GZA Geo Environmental, Inc.	Fairfield, New Jersey;
H2M Architects	Parsippany, New Jersey;
LAN Associates	Goshen, New York;
NK Architects	Morristown, New Jersey;
Neglia Engineering Services	Lyndhurst, New Jersey;
NETTA Architects	Mountainside, New Jersey;
PS&S Engineering	Warren, New Jersey;
Remington & Vernick Engineers	Secaucus, New Jersey;
RSC Architects	Hackensack, New Jersey;
Settembrino Architects	Atlantic Highlands, New Jersey; and,
USA Architects	Somerville, New Jersey.

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

4. Resolution Authorizing Award of Contract for Ground Maintenance Services at the Journal Square and North Hudson Campuses

WHEREAS, Hudson County Community College (“College”) requires ground maintenance services for the installation and maintenance of planters and plants throughout the Journal Square and North Hudson campuses; and,

WHEREAS, pursuant to N.J.S.A. 18A:64-25.3, the College publicly advertised for bids for the services; and,

WHEREAS, the College received the following bids in response to the public advertisement:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Ascape Landscape and Construction Corp.	Blauvelt, NY	\$45,000
Hufnagel Landscape	Saddle Brook, NJ	\$29,225

WHEREAS, the College has determined that Hufnagel Landscape (“Hufnagel”) is the lowest responsible bidder; and,

WHEREAS, the term of the agreement is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Hufnagel Landscape of Saddle Brook, New Jersey, for the ground maintenance services at a cost not to exceed \$29,225.

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

5. Resolution Rejecting Bid for HVAC Repairs and Installation

WHEREAS, on July 23, 2024, Hudson County Community College (“College”) held a public bid opening for a contract for HVAC Repairs and Installation on a time and material basis; and,

WHEREAS, the College received only one bid at the public bid opening from Automated Building Controls, Inc.; and,

WHEREAS, the bid from Automated Building Controls, Inc. contained a markup percentage that was substantially above industry standards and beyond that which the College deems reasonable; and,

WHEREAS, the Administration recommends rejecting all bids and revising the bid specifications to put a range on the permitted material markup percentage; and,

WHEREAS, N.J.S.A. 18A:64A-25.15 permits a County College to reject all bids;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby reject all bids received for the Services for the reasons set forth herein;

BE IT FURTHER RESOLVED that the Administration is authorized to revise the bid specifications and rebid the Services.

6. Resolution Authorizing Purchase of Online Technology Training Certificate Programs

WHEREAS, Hudson County Community College (“College”) needs to purchase Online Technology Training Certificate Programs for students to assist with remote learning; and,

WHEREAS, pursuant to N.J.S.A. 18:64A 25.4, the College publicly advertised a Request for Proposal (“RFP”) for the services for a term not to exceed two (2) years; and,

WHEREAS, the College received one (1) proposal in response to the RFP:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Coursera, Inc.	Mountainview, CA	\$100,000

WHEREAS, Coursera Inc. (“Coursera”) services ninety-two million (92,000,000) users, including six thousand five hundred (6,500) institutions, two thousand nine hundred (2,900) businesses, and two hundred thirty (230) Government organizations, and is recommended by three (3) higher education organizations, is traded on the New York Stock Exchange, offers up to two (2) months of customized integration, and provides over five thousand (5,000) courses; and,

WHEREAS, the College has determined that the proposal submitted by Coursera is in the best interests of the College, price and other factors considered; and,

WHEREAS, Coursera has the financial stability, size, and product to best meet the College’s needs; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Coursera, Inc. of Mountain View, California, to provide Online Technology Training Certificate Programs as described herein for a two (2) year term at a total cost not to exceed \$100,000.

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

7. Resolution Authorizing Purchase of Accuplacer Exams

WHEREAS, Hudson County Community College (“College”) needs to purchase Accuplacer Exams that evaluate students’ skills in reading, writing, and math to assist with placement in courses that match their skills; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10, the Board of Trustees of two or more county colleges may enter into an agreement for the purchase of work, materials or supplies for their respective colleges; and,

WHEREAS, the Joint Purchasing Consortium (“JPC”) of the New Jersey Council of County Colleges, of which the College is a member, conducted a procurement for the exams for all of the JPC’s members and awarded a contract for the exams to College Board of New York; and,

WHEREAS, College Board of New York submitted a proposal to the College to provide these exams pursuant to the JPC contract award at a cost of \$2.05 per unit, which represents a 5% increase from the prior agreement; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to College Board of New York, New York, for purchase of Accuplacer Exams at the cost of \$2.05 per unit.

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

8. Resolution Authorizing Purchase of Computers, Laptops, and Docking Stations

WHEREAS, Hudson County Community College ("College") needs to purchase three hundred fifty (350) computers, two hundred fifty laptops (250), and two hundred fifty docking stations (250) to update outdated equipment; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.11a, the College may award a contract without public advertising for bids when the purchase is made through a purchasing cooperative established through the State of New Jersey; and,

WHEREAS, SHI International Corp. (part of Edge Market – TeCHS Full Catalog/Contract # 269EMCPS-21-001-EM-SHI) has quoted a price for the computers, laptops, and docks at a cost not to exceed \$472,998; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, to provide the computers, laptops, and docks as described herein at a cost not to exceed \$472,998.

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

9. Resolution Authorizing Purchase of Monitors

WHEREAS, Hudson County Community College ("College") needs to purchase four hundred (400) monitors to update outdated equipment; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the College may award a contract without public advertising for bids when the purchase is made through a purchasing cooperative established through the State of New Jersey; and,

WHEREAS, SHI International Corp. (part of Edge Market – TeCHS Full Catalog/Contract # 269EMCPS-21-001-EM-SHI) has quoted a price for the monitors at a cost not to exceed \$46,872; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, to provide monitors as described herein at a cost not to exceed \$46,872.

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

10. Resolution Authorizing Renewal of Smart Net Maintenance and Technical Support

WHEREAS, Hudson County Community College ("College") needs to renew its maintenance and technical support agreement with Smart Net ("SN"); and,

WHEREAS, SN offers maintenance and technical support for the College's Cisco hardware, including network switches, firewalls, phone servers, and ITV camera equipment; and,

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

WHEREAS, Aspire Technology Partners (National Association of State Procurement Officials Contract #AR3227) has submitted a proposal for software at a total cost of \$233,951, which represents a 2% increase from the prior year; and,

WHEREAS, the term of the agreement is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, for the software described herein at a total cost not to exceed \$233,951.

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

11. Resolution Authorizing Renewal of Information Security Program

WHEREAS, Hudson County Community College ("College") needs to renew an information security program and operational cybersecurity consultant to meet regulatory and cyber insurance requirements, ensuring that it completes its Mission and Strategic Goals without interruption by data, information, or systems loss ("Services"); and,

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

WHEREAS, Cyber Security Operations submitted a proposal for the Services at a total cost of \$136,770, which represents no increase from the prior agreement; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract for renewal of information security program consulting services to Cyber Security Operations of Stamford, Connecticut, as described herein at a cost not to exceed \$136,770.

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

12. Resolution Authorizing Renewal of Citrix Virtual Apps and Desktop Software License

WHEREAS, Hudson County Community College ("College") needs to renew seven hundred fifty (750) Citrix universal hybrid multi-cloud software licenses; and,

WHEREAS, the software controls the configuration and setup of VDI desktops that people interact with when they connect to remote.hccc.edu, and controls the desktops, including software that is loaded, and the security of the remote desktops; and,

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

WHEREAS, CDW Government (NJ State Contract T3121 #20-TELE-01511) submitted a proposal for Citrix software licenses renewal at a total cost of \$221,363, which represents no increase from the prior agreement; and,

WHEREAS, the anticipated term is two (2) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to CDW Government of Vernon Hills, Illinois, for the Citrix universal hybrid multi-cloud software licenses renewal as described herein at a cost not to exceed \$221,363.

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

13. Resolution Authorizing Renewal of Adobe License for Faculty and Staff

WHEREAS, Hudson County Community College ("College") needs to renew a licensing agreement for the use of Adobe for faculty and staff members; and,

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

WHEREAS, SHI International Corp. (part of Edge Market – TeCHS Full Catalog/Contract #269EMCPS-21-001-EM-SHI) submitted a proposal for the licenses at a total cost of \$31,232, which represents a 1% increase from the prior agreement; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, to provide the licensing renewal agreement at a cost not to exceed \$31,232.

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

14. Resolution Authorizing Renewal of Security and Phishing Training and Security Platform

WHEREAS, Hudson County Community College ("College") needs to renew a licensing agreement for the KnowBe4 platform that provides security and phishing training; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the procurement of the software is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, SHI International Corp. (part of Edge Market – TeCHS Full Catalog/Contract # 269EMCPS-21-001-EM-SHI) has submitted a proposal for the licenses at a cost not to exceed \$42,328, which represents a 7% increase from the prior year; and,

WHEREAS, the anticipated term is two (2) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to SHI International Corp. of Somerset, New Jersey, to provide KnowBe4 licenses as described herein at a cost not to exceed \$42,328.

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

15. Resolution Authorizing Renewal of College-Wide Telephone System Services

WHEREAS, Hudson County Community College ("College") needs to renew service with a vendor to provide College-wide telephone system services; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may, without public advertisement, purchase services pursuant to a contract entered into for such services on behalf of the State by the Division of Purchase and Property; and,

WHEREAS, Verizon (NJ State Contract #T1776), the current vendor providing the service, has submitted a proposal to continue to provide telephone system services in accordance with the rates set forth in the State Contract; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby award a contract to Verizon to continue to provide the telephone system services at the rates set forth in the State Contract.

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

16. Resolution Authorizing Renewal of Texting Platform for Enrollment Services

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

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

WHEREAS, notwithstanding the bid exemption, the College solicited proposals for the Services through a fair-and-open process and issued a Request-for-Proposal ("RFP") for the Services for a term not to exceed two (2) years; and,

WHEREAS, the College received the following proposal in response to the RFP:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Mongoose Cadence	Orchard Park, NY	\$74,374

WHEREAS, Mongoose Cadence's proposal for software and license renewal is a cost not to exceed \$74,374, which represents a 15% increase from the prior year due to the addition of a required compliance management function; and,

WHEREAS, the term of the agreement is two (2) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Mongoose Cadence of Orchard Park, New York, to renew the license agreement at a cost not to exceed \$74,374.

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

17. Resolution Authorizing Renewal of Staff and Faculty Monthly Parking at 511-523 52nd Street, West New York, NJ, with the Town of West New York

WHEREAS, Hudson County Community College ("College") needs to provide additional parking for faculty and staff; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-12 (l), the board of trustees of a county college may acquire, lease and use property that is necessary for college purposes; and,

WHEREAS, the Town of West New York has submitted a proposal to continue to provide fifty-five (55) parking spaces at 511-523 52nd Street, West New York, New Jersey, for a total cost not to exceed \$45,800 annually, which represents the same rate and no increase from the prior year; and

WHEREAS, the anticipated term is four (4) years; and,

WHEREAS, the cost of the parking lease will be funded from the operating budget; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the lease renewal with the Town of West New York, New Jersey, at a total cost not to exceed \$183,200 over four years.

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

18. Resolution Authorizing Renewal of Contract with WW Grainger for Supplies and Equipment

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

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

WHEREAS, WW Grainger (New Jersey State Contract # 79875), the current vendor providing the service, submitted a proposal to provide the necessary equipment and supplies at a cost not to exceed \$85,000, which represents no change from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to WW Grainger of Cranford, New Jersey, for the equipment and supplies as described herein at a cost not to exceed \$85,000.

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

19. Resolution Authorizing Renewal of a Subscription Service for Gabert Library

WHEREAS, Hudson County Community ("College") needs to support student success and student research by providing access to print and online journal subscription articles; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, VALE/NJEdge (part of NJ VALE Consortium) will provide current and additional services at a total cost not to exceed \$108,111, which represents a 28% increase from the prior year due to the addition of Ethnic Diversity Source, Humanities International Complete, and SocIndex with full text databases; and,

WHEREAS, the term of the agreement is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to VALE/NJEdge of Newark, New Jersey, to provide subscription services at a cost not to exceed \$108,111.

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

20. Resolution Authorizing Renewal of Achieving the Dream Contract

WHEREAS, Hudson County Community College ("College") desires to continue as an Achieving the Dream ("ATD") Member Organization; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (15), the College may, without public advertising for bids or bidding therefore, make, negotiate or award a contract for professional consulting services; and,

WHEREAS, ATD has advised that the fees to continue as an ATD Member Organization for the upcoming year are \$60,500, which represents no increase from the prior year; and,

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

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize renewal of the contract with Achieving the Dream Organization of Silver Springs, Maryland, for one (1) year at a total cost of \$60,500.

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

21. Resolution Authorizing Payment of Food Equipment Repair Services

WHEREAS, Hudson County Community College ("College") needed to procure the services of a vendor on an immediate basis to repair various food service equipment in order to prevent the spoilage of large quantities of food ("Work"); and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.5 (a) (7), the service was exempt from public bidding since the subject matter of the purchase related to food supplies and services; and,

WHEREAS, Jay-Hill Repairs ("Jay-Hill") is an approved vendor through the ESCNJ cooperative; and,

WHEREAS, the College needs approval to pay remaining invoices due to the Work exceeding the bid threshold; and,

WHEREAS, these services were performed in Fiscal Year 2024; and,

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

WHEREAS, the Administration and Finance Committee recommend the payment for the Work;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize payment to Jay-Hill Repairs of Fairfield, New Jersey for the necessary repairs to the food service equipment as described herein at a cost not to exceed \$95,815.

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

22. Resolution Authorizing Renewal of Purchasing Bid Threshold for Fiscal Year 2025

WHEREAS, County College Contract Law provides that purchases, contracts or agreements for the performance of any work or the furnishing or hiring of materials or supplies, the cost or price of which does not exceed a college's bid threshold of \$41,600, may be made, negotiated and awarded by a contracting agent, when so authorized by resolution of the Board of Trustees, without public advertising for bids and bidding; and,

WHEREAS, the Board of Trustees of Hudson County Community College ("College") recognizes that

such a resolution will result in the more efficient operation of the College; and,

WHEREAS, the Administration and Finance Committee recommend that such a resolution be passed;

NOW, THEREFORE, BE IT RESOLVED that pursuant to N.J.S.A. 18A:64A-25.3, the Board of Trustees of Hudson County Community College hereby authorize that any purchase, contract or agreement for the performance of any work or the furnishing or hiring of materials or supplies, the cost of which does not exceed the College's bid threshold, may be made, negotiated and awarded by the Director of Contracts and Procurement without public advertising for bids and bidding.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII., Fiscal, Administrative, Lease and Capital Recommendation 1-22.**

1) Resolution Approving Change Order No. 1 to the Contract for 119 Newkirk Street Demolition for Parking Stackers; 2) Resolution Approving Change Order No. 1 to the Contract for Architectural and Engineering Services for HVAC Upgrades and Replacements at the Culinary Conference Center; 3) Resolution Approving Architectural and Engineering Services On-Call List; 4) Resolution Authorizing Award of Contract for Ground Maintenance Services at the Journal Square and North Hudson Campuses; 5) Resolution Rejecting Bid for HVAC Repairs and Installation; 6) Resolution Authorizing Purchase of Online Technology Training Certificate Programs; 7) Resolution Authorizing Purchase of Accuplacer Exams; 8) Resolution Authorizing Purchase of Computers, Laptops, and Docking Stations; 9) Resolution Authorizing Purchase of Monitors; 10) Resolution Authorizing Renewal of Smart Net Maintenance and Technical Support; 11) Resolution Authorizing Renewal of Information Security Program; 12) Resolution Authorizing Renewal of Citrix Virtual Apps and Desktop Software License; 13) Resolution Authorizing Renewal of Adobe License for Faculty and Staff; 14) Resolution Authorizing Renewal of Security and Phishing Training and Security Platform; 15) Resolution Authorizing Renewal of College-Wide Telephone System Services; 16) Resolution Authorizing Renewal of Texting Platform for Enrollment Services; 17) Resolution Authorizing Renewal of Staff and Faculty Monthly Parking at 511-523 52nd Street, West New York, NJ, with the Town of West New York; 18) Resolution Authorizing Renewal of Contract with WW Grainger for Supplies and Equipment; 19) Resolution Authorizing Renewal of a Subscription Service for Gabert Library; 20) Resolution Authorizing Renewal of Achieving the Dream Contract; 21) Resolution Authorizing Payment of Food Equipment Repair Services; and 22) Resolution Authorizing Renewal of Purchasing Bid Threshold for Fiscal Year 2025.

INTRODUCED BY: Harold Stahl

SECONDED BY: Frank Gargiulo

DATE: August 13, 2024

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>ABSENT</u>
Gargiulo, Frank	<u>AYE</u>
Gemma, Stacy	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lombardo, Vincent	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Peña, Jeanette, Chair	<u>AYE</u>

8 Aye 0 Nay

RESOLUTION ADOPTED

Alexa Riano
Signature of Recorder

08/13/2024
Date

Type text here

Supporting Documents

 AIA® Document G731™ – 2019

Change Order, Construction Manager as Adviser Edition

PROJECT: <i>(name and address)</i> HCCC Newkirk Building Demo & Parking Lot 119 Newkirk Street Jersey City, NJ 07306	CONTRACT INFORMATION: Contract For: General Construction Date: September 15, 2023	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: July 1, 2024
OWNER: <i>(name and address)</i> Hudson County Community College 26 Journal Square - 14th Floor Jersey City, NJ 07306	ARCHITECT: <i>(name and address)</i> Di Cara Rubino Architects 30 Galesi Drive #200 Wayne, NJ 07470	CONSTRUCTION MANAGER: <i>(name and address)</i> Mast Construction Services, Inc. 96 East Main Street Suite #2 Little Falls, NJ, 07424
CONTRACTOR: <i>(name and address)</i> Persistent Construction Company 58 Fairview, NJ 07022		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Order issued by Persistent Construction Company for the performance of additional storm water work as per the storm water management plan as requested by the JCMUA and the installation of posts and infrastructure in preparation for the future installation of on-site security cameras in the amount of \$178,884.00.

The original Contract Sum was	\$ 1,373,182.00
Net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,373,182.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 178,884.00
The new Contract Sum including this Change Order will be	\$ 1,552,066.00

The Contract Time will be increased by Zero (0) days.
The Contractor's Work shall be substantially complete on

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONSTRUCTION MANAGER, CONTRACTOR, AND OWNER.

Di Cara Rubino Architects

ARCHITECT *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Persistent Construction Company

CONTRACTOR *(Firm name)*

Mast Construction Services, Inc.

CONSTRUCTION MANAGER *(Firm name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE:

Hudson County Community College

OWNER *(Firm name)*



SIGNATURE
Anthony Grano - President

PRINTED NAME AND TITLE

7/2/24

DATE:

SIGNATURE

PRINTED NAME AND TITLE

DATE:



May 20, 2024
Proposal # 09024.0788

Hudson County Community College, care of:
Mr. Thomas McCann
Project Manager
MAST Construction Services, Inc.

Education 96 East Main Street
Energy Utility Little Falls, NJ 07424

Healthcare Re: Hudson County Community College – Culinary Arts Bldg. Additional Services
Public Works 161 Newkirk St. Jersey City, NJ 07306

Real Estate Dear Mr. McCann:

Science & Technology Paulus, Sokolowski and Sartor, Architecture & Engineering, PC (PS&S), is pleased to present this proposal to Hudson County Community College (HCCC) for additional engineering services identified during the design of the replacement of the existing HVAC equipment at the HCCC Culinary Arts Building located at 161 Newkirk Street, Jersey City, New Jersey.

I. PROJECT BACKGROUND

The Culinary Arts Building is a 5-story building with a rooftop mechanical penthouse which houses the majority of the building's HVAC hydronic system equipment, domestic hot water equipment, and multiple electrical panels. On both sides of the penthouse are flat roof areas which house the building chillers, air handling units, and a cooling tower. The roof of the penthouse includes approx. (22) twenty-two exhaust fans for general building exhaust and kitchen hood exhaust. All existing components of the building's penthouse and rooftop HVAC equipment are original to the building (early 2000's), with exception of one boiler that was replaced in the spring of 2022, and are beyond their useful service life and in need of replacement.

PS&S is currently developing construction documentation for the replacement of all existing mechanical and plumbing systems located within the penthouse and roof areas. During the field survey performed by PS&S, information was gathered on the building's incoming water service, domestic water booster pumps, and fire pump systems. It was determined that the existing equipment was in poor condition, showing signs of significant corrosion and calcification and in need of replacement. Based on the findings of the existing piping and equipment, additional water treatment is also recommended for the incoming domestic water service. Additionally, it was noted to PS&S by MAST that the penthouse floor has shown signs of water damage and leaking and it is in need of water proofing. The building fire alarm system is the original installed more than 20 years ago, has no space for connecting to

3 Mountainview Road
PO Box 4039
Warren, NJ 07059

t. 732.560.9700

www.psands.com



additional devices, and needs to be replaced to better protect the college staff, students, and building.

II. PROJECT SUMMARY OF WORK

PS&S' scope of work covered in this proposal will be to provide Plumbing, Electrical, and Architectural design services, bid assistance, construction administration, and close-out services as related to the additional scope of work identified below. All additional designs will be included in the same set of construction documents being prepared for the current MEP system upgrades at the Culinary Building to be bid as a single package.

All work will be done in accordance with the State of New Jersey's Uniform Construction Code, and all applicable sub-codes including but not limited to the International Building Code-NJ, International Mechanical Code 2021, National Electrical Code 2020, National Standard Plumbing Code 2021, NFPA 72 National Fire Alarm and Signaling Code 2022, National Fire Protection Association Standard 20, and ASHRAE 90.1 2019.

A summary of the scope of work and assumptions for each discipline is provided below:

1. Plumbing & Fire Protection

- a. Review existing available plumbing and fire protection drawings to gain an understanding of the existing booster pump and fire pump systems and associated piping, valving, controls, and other system components.
- b. Perform a detailed site survey to verify existing field conditions, pipe sizes and locations, and equipment sizes and locations against the available building drawings.
- c. Develop building floorplans for the 1st floor areas in CAD suitable for use as backgrounds on construction documents. Existing conditions and building dimensions shall be based on hard copies record drawings provided to PS&S by HCCC.
- d. Prepare demolition and construction documents for the removal and replacement of the existing Plumbing and Fire Protection equipment as noted below, as necessary to provide a proper working system.
 - i. Replacement of the existing constant pressure "Canaris" duplex domestic water booster pump and all associated piping and cushion tank with new duplex domestic water boost with variable speed drive, new piping and cushion tank.
 - ii. Replacement of existing inline horizontal automatic "Aurora" fire pump and existing jockey pump located in ground floor mechanical room in kind.
 - iii. Replacement of existing limited-service Fire Pump Controller with new automatic controller with transfer switch with soft start/stop.
 - iv. Provide a new water treatment system for water softening of domestic water service line, located downstream of existing domestic water backflow preventing device and upstream of the new duplex domestic



- water booster pump. Size of the new pump will be sized to accommodate additional pressure losses through the proposed water treatment equipment.
- v. Provide new concrete housekeeping pads for all new plumbing equipment.
 - e. Provide equipment schedules and details for all new equipment and system components.
 - f. Provide sequence of operations for new plumbing equipment consistent with the existing building controls sequences and downstream equipment.
 - g. Provide technical book specifications (CSI format) for all new plumbing and fire protection work.
 - h. This proposal anticipates that all new piping shall be limited to within the existing ground level mechanical spaces only, as necessary to connect into the existing building piping distribution systems and allow for installation of new equipment. All existing piping and equipment downstream of the ground floor equipment connections is anticipated to be in adequate condition and shall be existing to remain.

2. Electrical

- a. Review existing available electrical drawings to gain an understanding of the electrical source(s) feeding the existing plumbing and fire protection equipment to be replaced. Existing fire alarm record drawings and shop drawings will be reviewed as well to evaluate the existing fire alarm control panel, annunciator panel, smoke and carbon monoxide detectors, duct detectors, pull stations, fire/smoke dampers and actuators, and audio/visual devices (horns and strobes).
- b. Perform a detailed site survey to verify existing field conditions, fire alarm devices and locations, fire/smoke dampers and locations, and equipment sizes and locations against the available building drawings.
- c. Develop building floorplans for the 2nd thru 5th floor areas in CAD suitable for use as backgrounds on construction documents. Existing conditions and building dimensions shall be based on hard copy record drawings provided to PS&S by HCCC.
- d. Prepare demolition and construction documents for the removal and replacement of electrical components as required to support the replacement of the plumbing, fire protection equipment, and fire alarm system.
 - i. The intent is to replace the existing fire alarm control panel with a modern fire alarm control panel that can accept enough addressable fire alarm devices.
 - ii. Smoke damper actuators, room smoke detectors, duct detectors, and carbon monoxide detectors will be replaced. The design will include new smoke detectors for classrooms that do not have detectors.
 - iii. Pull stations and audio/visual devices will be evaluated and replaced if required. The existing fire alarm circuits will be re-used.



- e. Provide one-line diagram, electrical panel schedules, fire alarm riser diagram, fire alarm sequence of operation, and details for all new equipment.
- f. Provide technical book specifications (CSI format) for all new electrical and fire alarm work.
- g. This proposal anticipates that the existing electrical service and panel(s) capacity is adequate to support all new plumbing and fire protection equipment. Upgrades to the electrical service or existing panels are not included in this proposal.
- h. This proposal anticipates that the existing fire/smoke damper locations are accurate based on the available existing drawings and the previously submitted Fire Alarm System Survey by Concord Engineering. Many of the existing dampers are stated as having limited or no access and therefore will be unable to be confirmed as part of the survey included in this proposal.

3. Architectural

- a. Perform site survey to verify existing field conditions and review existing documentation.
- b. Provide plans, details, and technical book specifications (CSI format) to replace the existing floor system due to water damage and leaking at the existing penthouse floor.
- c. Provide plans, details, and technical book specifications (CSI format) for new access panels in the existing ceiling systems as required to support the replacement of existing fire/smoke damper actuators and provide access for ease of access with future maintenance.

III. SCOPE OF BASIC SERVICES

PS&S proposes to perform the following engineering and architectural design and construction administration services in conjunction with this project.

1. DESIGN DEVELOPMENT (60%)

- a. Conduct site survey to gather field information of existing systems, utilizing available drawings for reference.
- b. Prepare electronic floor plans (CAD format) suitable for use as building backgrounds, using existing physical drawings as reference.
- c. Develop design drawings, details, and equipment schedules (approx. 60% complete) for the plumbing, fire protection, and fire alarm equipment replacement and supporting electrical work. Drawings will indicate size and location of all major equipment and piping with enough detail to convey the intent of scope.
- d. Submit 60% Design Development drawings for client review. The proposal includes one (1) virtual meeting with the client to review Design Development documents.



- e. 60% Design Development submission for this scope of work will be separate from the roof level HVAC equipment upgrade submission, which has already taken place.

2. CONSTRUCTION DOCUMENTS (100%)

- a. Develop 100% complete bid/construction documents consisting of all necessary floor plans, equipment schedules, diagrams, details, and technical specifications.
- b. Provide technical specifications in book format, in Word and PDF.
- c. Provide order-of-magnitude opinion of probable construction cost estimate ($\pm 25\%$).
- d. Submit 90% Construction Documents for client review. This proposal includes one (1) virtual meeting with the client to review 90% Construction Documents.
- e. Submit 100% Construction Documents incorporating client comments on the 90% submission and suitable for issuing for bid and building permits.
- f. The Construction Documents phase scope of work included in this proposal will be included in common deliverables (90% and 100%) with the work performed under the original roof level HVAC equipment upgrades project.

3. CONSTRUCTION BIDDING SERVICES

- a. It is anticipated that all scope items in this proposal will be publicly bid and advertised by the client under the same bid as the original roof level HVAC equipment upgrades project, as part of the same package.
- b. Prepare signed and sealed drawings to the awarded contractor.
- c. Respond to contractor bid RFI's.
- d. Prepare and issue Addendum to bidders, if appropriate.

4. CONSTRUCTION ADMINISTRATION

- a. Shop drawing and submittal review.
- b. Responses to contractor RFI's during construction.
- c. Upon Completion of construction, PS&S will develop and issue a punch list to the contractor to identify any portions of the project that are not compliant with the construction documents.
- d. Prepare final as-built documents based on contractors redlines.
- e. Review, approve, and secure all close-out documentation required from the contractor.
- f. This proposal includes one (1) additional meeting over and above those included in the original roof level HVAC equipment upgrades proposal scope of work.



Mr. Tom McCann
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IV. CLIENT PROVIDED ITEMS

The proposed PS&S Scope of Work and associated Fee described in this proposal are based upon provision of the following by the Client:

1. Copies of any available building drawings for the project location (either electronic or physical copies). This includes Architectural, Structural, HVAC, Plumbing, Fire Alarm, and Electrical documents related to existing systems to be modified as part of this project. We will accept any CAD, PDF, or hard copies of existing documents.
2. The client will provide access to the site during normal working hours. Ladders are to be provided by the client as required to gain access to elevated locations for surveying existing conditions, and permission to take photographs shall be granted by the client.

V. SERVICES NOT INCLUDED

While we believe the intent of each task listed in the Scope of Basic Services is clear and limited, from time to time a reading of those services may imply a broader scope than was intended. In order to help clarify the Scope of Basic Services, we point out that the basic services listed do not include the following services which may be required for this project. If requested, PS&S would furnish these, or other appropriate out-of-scope services, and would be pleased to discuss a mutually agreeable scope of services and fee arrangement. PS&S will not provide out-of-scope services without written Client approval of a modified scope and fee arrangement.

1. Validation, qualification, or commissioning services.
2. Destructive probes, equipment disassembly, fine inspection or testing of equipment or materials in order to determine their precise condition.
3. Short circuit, protective device coordination, and arc flash study.
4. Design of revisions as required to satisfy budgetary requirements as a result of value engineering undertaken.
5. Updating of existing drawings that are provided by the client for reference.
6. The design of Architectural or other Engineering work not specifically identified (e.g., such as Egress and accessibility, Civil Engineering).
7. Lighting and Telecommunications design services.
8. Meeting time beyond that stated in our basic services.
9. DCA permit applications.
10. Permitting Fees.
11. Phasing schedules for equipment installation.



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VI. PROPOSED SCHEDULE

PS&S will prepare to begin work within five to ten business days upon signed return of proposal or issuance of a contract or Purchase Order. The estimated duration to complete each design phase is indicated below.

1. Design Development: 2-3 weeks after additional services project kick-off.
2. Construction Documents: 4-6 weeks after receipt of comments on the Design Development submission.
3. Construction Administration: 10-12 months after bidding.

Based upon our understanding of the project, PS&S anticipates that the project duration will be as noted above. In the event the project duration is extended beyond such time for reasons unrelated to PS&S or its performance, PS&S reserves the right to submit an authorization for the performance of Additional Services to cover the extended project period.

VII. FEES, TERMS AND CONDITIONS

PS&S proposes to provide the Scope of Basic Services described above for a Lump Sum fee of **Seventy-Nine Thousand Five Hundred Dollars (\$79,500.00)**, inclusive of reimbursable expenses such as mileage and printing. These services are in addition to the costs of the current roof level HVAC upgrades project, and would be performed in accordance with the most current terms and conditions of the Master Service Agreement between the Hudson County Community College and PS&S.

Design Phase Additional Services:	\$ 60,100.00
Bid Phase Additional Services:	\$ 4,500.00
Construction Administration Phase Additional Services:	\$ 13,700.00
Expenses for Additional Services:	\$ 1,200.00
Sub-Total for Additional Services:	\$ 79,500.00
Current Roof Level HVAC Upgrades Project Fees:	\$157,300.00
Grand Total:	\$236,800.00



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VIII. CONCLUSION

On behalf of PS&S, we appreciate this opportunity to continue serve the Hudson County Community College. Should you find the proposal to be acceptable, please sign the following acceptance block and return one copy to us for our records. We will begin providing services within five to ten business days of receipt of a signed proposal, contract or Purchase Order.

If this proposal is not accepted within 60 days, PS&S reserves the right to adjust the fee and/or the schedule to be consistent with the costs of performing the services and/or the available resources at such time.

Best regards,
PAULUS, SOLOLOWSKI & SARTOR ARCHITECTURE & ENGINEERING, PC

Timothy M. Conlon, P.E., LEED AP
Vice President

CC: K. Berninger (PS&S)

PROPOSAL ACKNOWLEDGED AND ACCEPTED	
CLIENT:	Hudson County Community College
SIGNATURE:	
NAME:	
TITLE:	
DATE:	

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Deliana	Acosta	Mental Health Counselor	September 3, 2024
Hiram	Miranda	Au-Pair Coordinator	August 8, 2024
Catherina	Mirasol	Director, Continuing Education and Workforce Development	September 30, 2024
Riddhi	Shah	Au-Pair Coordinator	July 7, 2024
Natalia	Vazquez-Bodkin	Associate Director, Diversity, Equity and Inclusion	August 12, 2024

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

2. APPOINTMENT OF FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Annual Salary
Cynthia	Bardales	Academic Counselor, Hudson Scholars	113	August 14, 2024	\$ 72,546.89
Jessica	Cortez	Academic Counselor	113	August 16, 2024	\$ 58,956.82
Ryan	Csordas	Academic Counselor, Hudson Scholars	113	August 14, 2024	\$ 63,576.37
Jacquelyn	DeLemos	Administrative Assistant, Accessibility Services	108	August 16, 2024	\$ 57,542.62
Brooke	Duffy	Director of Library Instruction	117	September 9, 2024	\$ 81,260.28
Diana	Galvez	Associate Director, North Hudson Campus	115	August 16, 2024	\$ 67,795.04
Jenny	Henriquez	Associate Director, Honors Program	115	August 16, 2024	\$ 68,535.23
Junwen	Liu	Academic Counselor, Hudson Scholars	113	August 14, 2024	\$ 58,741.96
Christopher	Rivera	Director of ESL and Academic Foundations English	117	August 14, 2024	\$ 100,000.00
Rebecca	Shaffer	Academic Counselor, Hudson Scholars	113	August 14, 2024	\$ 71,042.85
Luz	Tellez	Academic Advisor, North Hudson Campus	109	August 16, 2024	\$ 51,608.53

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

3. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Yusuf	Dag	Instructor, STEM (Non-tenure Track)	August 16, 2024	December 31, 2024	\$56,320.00
Robert	Maurer	Instructor, Culinary Arts (Non-tenure Track)	August 16, 2024	December 31, 2024	\$56,320.00

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

4. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Salary Grade	Effective Date	Anticipated End Date	Annual Salary
Karina	Arango	Student Success Coach, Academic and Workforce Pathways Program (Grant-funded)	109	September 1, 2024	May 31, 2025	\$ 48,903.90
Anne	Hutchinson	Librarian	113	September 1, 2024	December 31, 2024	\$ 54,590.00
Matthew	Kolbusz	Associate Director, ESL and Academic Foundations English (Grant-funded)	115	August 14, 2024	September 30, 2026	\$ 76,559.27
Fabiola	Ocean	Student Success Coach, Academic and Workforce Pathways Program (Grant-funded)	109	September 1, 2024	May 31, 2025	\$ 48,904.30

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

5. AUTHORIZATION OF PART-TIME STAFF THROUGH AUGUST 2025, AS NEEDED

FIRST NAME	LAST NAME	OFFICE	TITLE	POSITION ID	SUPERVISOR
Jennifer	Cruz-Marulanda	Academic Affairs	Office Assistant	OFFAST-252010	Pamela Bandyopadhyay
Erika	Andal	Academic Support Services Department	Tutor and CTE Academic Coach	Tutor-252010 and GRATUT-601021	Kenny Fabara
Marlenne	Andalia	Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara

Hafeda	Benounane	Academic Support Services Department	CTE Academic Coach	GRATUT-601021	Kenny Fabara
Elissa	D'Aries	Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Briana	Espinosa	Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Farhan	Khan	Academic Support Services Department	Tutor and CTE Academic Coach	Tutor-252010 and GRATUT-601021	Kenny Fabara
Stev	Lewis	Academic Support Services Department	Tutor and CTE Academic Coach	Tutor-252010 and GRATUT-601021	Kenny Fabara
Nelson	Lovera	Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Matthew	McClintock	Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Olivia	Na	Academic Support Services Department	CTE Academic Coach	GRATUT-601021	Kenny Fabara
Dimarie	Pagan	Academic Support Services Department	CTE Academic Coach	GRATUT-601021	Kenny Fabara
Laura	Robertson	Academic Support Services Department	CTE Academic Coach	GRATUT-601021	Kenny Fabara
Marco	Scherillo	Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Manesha	Singh	Academic Support Services Department	Tutor and CTE Academic Coach	Tutor-252010 and GRATUT-601021	Kenny Fabara
Selena	Suarez	Academic Support Services Department	CTE Academic Coach	GRATUT-601021	Kenny Fabara
Marolla	Youakim	Academic Support Services Department	CTE Academic Coach	GRATUT-601021	Kenny Fabara
Regina	Sevilla	ADJ Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Jamar	Johnson	Advisement	Academic Advisor	Advisor-200510	Jenny Henriquez
Chrissto	Canales	Advisement	Academic Advisor	Advisor-200510	Jenny Henriquez
Destiny	Knowles	Business, Culinary Arts, and Hospitality Management	PT Office Assistant	OFFAST-101030	Ara Karakashian
Jasmine	Pascua	Business, Culinary Arts, and Hospitality Management	PT Additional Assignment	PTAACAI-505230	Ara Karakashian

Shelley	Naz	Center for Online Learning	Instructional Technologist	Instructional Technologist	Callie Martin
Nesma	Eladawi	College Libraries	Library Associate, Technology	Library Associate, Technology-150510	Jing Yang
Ruth	Abadie	Continuing Education and Workforce Development	Customer Service Assistant	CSTAST-102010	Chastity Farrell
Marwa	Abdelgowad	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Jairo	Borja	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Martine	Cadet	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Ricardo	Camacho Jr.	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005; HCINST-601515	Samaya Yashayeva; Anita Belle
Anthony	Choo-Yick	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Gabriel	Cisneros	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005 and HCINST-601515	Samaya Yashayeva; Anita Belle
Mariam	Elkholy	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Patricia	Gonzalez Feliz	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Johnstone	Libutsi	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Christina	Lopilato	Continuing Education and Workforce Development	PT Instructor	PT Instructor	Maritza Reyes
Melissa	Molinero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-604020	Anita Belle

Laverne	Ploom	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Andres	Pulgarin	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Anita Belle
Katherine	Sorto	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Liana	Tabatadze	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Sam	Varghese	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-604020	Anita Belle
Chloe	Fabien	Continuing Education and Workforce Development	Program Assistant	PTPRGA-103005	Anita Belle
Tasneem	Ahmed	Early College Programs	Office Assistant	OFFASST-505410	Christopher Conzen
Jedidiah	Palmer	ESL	ESL Coordinator	PTCORDESLAFF E	Alison Wakefield
Christian	Dominguez	Information Technology Services	PT PC Technician	PTTECH-253025	Kenneth Melewski
Cristina	Paez	Information Technology Services	Instructional Lab Assistant	POSNID-253025	Diana Perez
Reynel	Zamora	Information Technology Services	PT PC Technician	PTTECH-253025	Kenneth Melewski
John	Scanlon	Institutional Research and Planning	Institutional Research Consultant	Consultant	Christopher Reber; Alexa Riano
Heather	Anderson	Nursing and Health Professions	Skills Lab Tutor	PTSLT-101017	Lori M. Byrd
Anabela	Cunha-Almeida	Nursing and Health Professions	Skills Lab Tutor	TUTOR-101017	Lori M. Byrd
Carol	Fasano	Nursing and Health Professions	Skills Lab Tutor	PTSLT-101017	Lori M. Byrd
Dhrumi	Shah	Nursing and Health Professions	Office Assistant	OFFAST-101017	Lori M. Byrd
Ana Maria	Botea	School of Nursing and Health Professions	Office Assistant	OFFAST-101017	Lori M. Byrd
Mary Ellen	Cvek	School of Nursing and Health Professions	Skills Lab Assistant	PTSLAS-101017	Lori M. Byrd

Eileen	D'Alessio	School of Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Fabiola	Josaphat	School of Nursing and Health Professions	Skills Lab/Tutor	TUTOR-101017	Lori M. Byrd
Susan	Lipyanka	School of Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Miriam	Masias	School of Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Stanley	Parrales	School of Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Jaymee	Quintal-Brual	School of Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Marcela	Sanchez	School of Nursing and Health Professions	Skills Lab/Tutor	PTSLT-101017	Lori M. Byrd
Elvis	Valcarcel	STEM	Office Assistant	OFFAST-505455	Burl Yearwood

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 5.

6. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	School/Office
Jed	Arkell	Business, Culinary Arts, and Hospitality Management
Michelle	Boston	Humanities and Social Sciences
Joseph	Dario	Nursing and Health Professions
Eileen	Canavan	Nursing and Health Professions
Oleksandra (Alexa)	Fedorchenko	Humanities and Social Sciences
Farheen	Hussain	Science, Technology, Engineering, and Mathematics
Jillyan	Jones	Academic Affairs
Kaefa	Kanneh	Science, Technology, Engineering, and Mathematics
Amr	Khalil	Humanities and Social Sciences
Cathryn	Lewis	Business, Culinary Arts, and Hospitality Management
Mary	Mercado	Academic Affairs
Walter	Nealy	Humanities and Social Sciences
Matthew	Ona	Nursing and Health Professions
Carolina	Pajaro Ramirez	Nursing and Health Professions
Elizabeth	Pastrana	Nursing and Health Professions
Branden	Rippey	Humanities and Social Sciences
Emma	Russo	Humanities and Social Sciences

Juliet	Uwah	Nursing and Health Professions
Xiaoying	Wu	Humanities and Social Sciences

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 6.*

7. **MODIFICATIONS TO STAFFING TABLE**

Accounting and Finance

<i>Current Approved Title</i>	<i>New Title/Classification</i>	<i>Incumbent</i>	<i>Current Salary Grade</i>	<i>New Salary Grade</i>	<i>Current Salary</i>	<i>New Salary</i>	<i>Effective Date</i>
Accountant	Associate Director, Accounts Payable	Quintessence Jones	113	115	\$ 66,950.00	\$ 72,000.00	August 5, 2024
Accountant	Senior Accountant	Nicole Sanchez	113	117	\$ 60,409.50	\$ 70,291.36	August 16, 2024

Career and Transfer Pathways

<i>Current Approved Title</i>	<i>New Title/Classification</i>	<i>Incumbent</i>	<i>Current Salary Grade</i>	<i>New Salary Grade</i>	<i>Current Salary</i>	<i>New Salary</i>	<i>Effective Date</i>
N/A	Associate Director, Career and Transfer Pathways	N/A	N/A	115	N/A	N/A	August 16, 2024
N/A	Senior Assistant Director, Career and Transfer (Grant-funded)	N/A	N/A	114	N/A	N/A	August 16, 2024
N/A	Career and Transfer Specialist (Grant- funded, Two Positions)	N/A	N/A	110	N/A	N/A	August 16, 2024
Transfer Coordinator	Career and Transfer Coach	Rimsha Bazaid	109	110	\$ 50,963.88	\$ 54,963.88	August 16, 2024
Career Coach	Career and Transfer Coach	Diana Sanchez	109	110	\$ 48,903.25	\$ 52,903.25	August 16, 2024
Perkins Equity Coordinator (Grant-funded)	Career and Transfer Specialist (Grant- funded)	Connie Silletti-Cafaro	109	110	\$ 54,548.92	\$ 58,548.92	August 16, 2024
Career Coach (Grant-funded)	Career and Transfer Specialist (Grant- funded)	Imane Zehaf	109	110	\$ 49,172.71	\$ 53,172.71	August 16, 2024

Communications and Web Management

<i>Current Approved Title</i>	<i>New Title/Classification</i>	<i>Incumbent</i>	<i>Current Salary Grade</i>	<i>New Salary Grade</i>	<i>Current Salary</i>	<i>New Salary</i>	<i>Effective Date</i>
Social Media Coordinator	Assistant Director	Jessica Brito	109	113	\$ 61,098.73	\$ 68,907.27	August 16, 2024

Director, Communications	Assistant Vice President	Jennifer Christopher	119	120	\$111,901.74	\$ 123,901.74	August 16, 2024
Manager of Web and Portal Services	Associate Director, Web and Portal Services	Kristofer Fontanez	113	115	\$ 59,969.71	\$ 67,500.00	August 16, 2024
Web Developer (Part-time)	Web Developer	Jay Singh	N/A	111	N/A	\$ 51,821.74	August 16, 2024

Institutional Research

<i>Current Approved Title</i>	<i>New Title/Classification</i>	<i>Incumbent</i>	<i>Current Salary Grade</i>	<i>New Salary Grade</i>	<i>Current Salary</i>	<i>New Salary</i>	<i>Effective Date</i>
Assistant Director, Institutional Research	Director, Institutional Research	Aycha Edwards	113	117	\$ 66,396.23	\$ 78,512.94	August 16, 2024
Assistant Vice President, Institutional Research	Associate Vice President, Institutional Research	John Urgola	122	124	\$ 103,000.00	\$ 125,000.00	July 1, 2024
N/A	Assistant Director, Institutional Research	N/A	N/A	113	N/A	N/A	N/A
N/A	Data and Reporting Coordinator, Institutional Research	N/A	N/A	112	N/A	N/A	N/A

RECOMMENDATION:

The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Staffing Table Modifications listed above as Personnel Recommendation Item No. 7.

8. *Resolution Authorizing Temporary Agreement Between Hudson County Community College (HCCC) and the Professional Association for the Development of Zero-Cost Course Materials and Open Educational Resources*

WHEREAS, Hudson County Community College (“College”) aims to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

WHEREAS, the College, in support of its mission, has adopted two overarching institutional priorities: student success, and diversity, equity and inclusion, that guide all of the College’s work; and,

WHEREAS, the College believes an increase in the number of courses utilizing zero-cost textbooks and open educational resources can help narrow equity gaps and can work to the benefit of students’ success; and,

WHEREAS, through a collaborative and collegial process, members of the Administration and members of the Professional Association negotiated a Temporary Agreement that provides guidance and outlines appropriate compensation and professional development for faculty to develop zero-cost materials and open educational resources for courses in the College’s inventory; and,

WHEREAS, the term of the Temporary Agreement is from fall semester 2024 through fall semester 2026; and,

WHEREAS, this Temporary Agreement has been ratified by the members of the Professional Association; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Temporary Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Temporary Agreement.

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

9. Resolution Approving Financial Bonus Compensation to Christopher M. Reber, HCCC President, in Recognition of His Exemplary Leadership and Performance During the 2023-24 Fiscal Year (Approved by Board Executive Committee)

WHEREAS, the Board of Trustees of Hudson County Community College (the "Board") and Christopher M. Reber (the "President") are parties to a Fifth Amended and Restated Employment Agreement; and,

WHEREAS, the President has led for significant positive strategic plan outcomes and local, statewide, and national college recognitions during 2023-24 (see Attachment II); and,

WHEREAS, upon the Recommendation of the Board of Trustees Executive Committee, the Board of Trustees wishes to award a \$15,000 (fifteen thousand dollar) bonus to the President in recognition of his exemplary leadership and performance during the 2023-24 academic year;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the award of a \$15,000 bonus to the President for his 2023-24 academic year performance.

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

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-9.**

1) Resignations; 2) Appointment of Full-time Staff; 3) Appointment of Temporary Full-time Faculty; 4) Appointment of Temporary Full-time Staff; 5) Authorization of Part-time Staff, as Needed; 6) Appointment of New Hire Adjunct Instructors; 7) Modifications to Staffing Table; 8) Resolution Authorizing Temporary Agreement; and 9) Resolution Approving Financial Bonus Compensation.

INTRODUCED BY: Jeanette Peña

SECONDED BY: Vincent Lombardo

DATE: August 13, 2024

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>ABSENT</u>
Gargiulo, Frank	<u>AYE</u>

Gemma, Stacy
Kenny, Roberta
Lombardo, Vincent
Rodriguez, Silvia
Stahl, Harold
Peña, Jeanette, Chair

AYE
AYE
AYE
AYE
AYE
AYE

8 Aye 0 Nay

Alexa Riano
Signature of Recorder

RESOLUTION ADOPTED

08/13/2024
Date

Supporting Documents

Temporary Agreement

Between the HCCC Professional Association, Union of the Full-Time Faculty, and Hudson County Community College for Zero-Cost Textbook (ZCT) Work from Fall 2024 through Fall 2026

July 9, 2024

This letter serves as a memorandum recognizing a temporary agreement between the HCCC Professional Association and Hudson County Community College for Zero-Cost Textbook (ZCT)ⁱ work for the fall 2024 through the fall 2026 semester.

The use and promotion of Open Educational Resources (OER) and their use in the creation of Zero-Cost Textbook Courses is part of a larger initiative by the College to provide our students with zero-cost textbooks and other classroom materials.

Zero-Cost Textbook (ZCT) work qualifies as a non-teaching additional assignment as stated in ARTICLE XV, Additional Faculty Assignments of the Association's contract. This agreement shall not supersede any terms or conditions stated in the agreement between the College and the PA. Procedures not currently mentioned in the contract will follow the procedures enumerated below for the duration of this agreement.

Approval for ZCT Assignments

1. Courses that have been previously approved by Curriculum & Instruction will be available to all unit members for ZCT development.
2. The Dean of the corresponding Academic School shall use criteria A through E below when offering unit members the opportunity to complete ZCT course development.
 - a. Opportunities for ZCT course development shall be offered to all unit members who are content area experts, or who have expertise in a closely related field.
 - b. Unit members shall have the right of first refusal for ZCT course development in their area of expertise.
 - c. When more than one qualified unit member expresses interest in ZCT course development, the opportunity shall be first offered to the most senior faculty member who has not recently completed an ZCT assignment.
 - d. In addition to the procedures for approval mentioned in 1.a. above, Tier 3 ZCT work (table 1) must also be approved by the Vice President for Academic Affairs and include a rationale.
 - e. Compensation for ZCT course development is tied to each course being developed, not the unit member(s) doing the development (i.e. should two or more faculty members work on course development together, the compensation will be split between them). Additionally, each course will only be developed as ZCT once (e.g. compensation will not be given for multiple sections of ZCT development for the same course).

3. Development of new courses, including those with ZCT materials, will follow the College's formal curriculum development procedures.
4. Upon completion, all ZCT course revisions:
 - a. will be shared with the Zero-Cost Textbook (ZCT) Steering Committee before going to the relevant Academic School.
 - b. must be approved by the unit members of the relevant Academic School for peer review.
 - c. Must be approved by the Vice President for Academic Affairs
5. Faculty members entering into additional assignments for course development and revision shall not be required to agree to OER work with the understanding that one goal of such revision shall be on providing zero-cost (or low cost) options in the course development and revision process in alignment with Article XIII, Academic Matters, Section 4.D in balance with selecting high-quality materials.
6. ZCT course development assignments shall be entered into voluntarily by unit members.

Notification, Professional Development, and Support

1. Notification

Upon approval of a ZCT assignment, the Associate Director of OER will contact the Library and Center for Online Learning to assign a Librarian and Instructional Technologist to work with the faculty member throughout the duration of the assignment.
2. Professional Development
 - A. Faculty members who have not previously completed the OER Professional Development training must partake in a one-time training and receive an additional 1.0 credit compensation.
 - B. The training will be asynchronous and can be completed in 6-8 hours over a four-week period.
3. Support
 - A. At the onset of the assignment, the assigned Librarian and Instructional Technologist team will meet with the faculty member to discuss the faculty member's needs and timeframe as agreed to on the additional assignment form.
 - B. During an exploratory period following this initial meeting that will not exceed two-weeks, the faculty member will work in collaboration with their team to determine which level of revision they will proceed with. At this point, the faculty member may submit a revised additional assignment form or cancel the additional assignment form without penalty. If taken in load, this meeting must take place prior to the start of the semester.
 - C. Throughout the ZCT assignment, the assigned Librarian and Instructional Technologist team will work with the faculty member to:
 - a. locate OER and free-to-access materials
 - b. ensure that all materials conform to Intellectual Property Law, including

- copyright law, Creative Commons licenses, and the Fair Use Act, and are compliant with the Americans with Disabilities Act (ADA)
- c. house and organize all course materials in the LMS (Canvas) shell to help facilitate ease of access for faculty, staff, and students
 - D. As the content expert, the unit member will be responsible for selecting and evaluating all course materials and will have final say on any materials to be used.

Course Outline

1. In developing a course as ZCT, the unit member shall follow the course description and the Student Learning Outcomes as written in the Course Outline.
2. The unit member shall not alter or replace the course description or the Student Learning Outcomes as part of ZCT course development unless completing a moderate revision, major revision, or new course creation as described in Article XV, Additional Faculty Assignments, Section 2.D.9.K.

Authorship Attribution

Materials created through an OER/ZTC assignment will be attributed to the faculty member on the course outline and through a Creative Commons attribution-noncommercial license (CC BY-NC). As part of the CC BY-NC, the faculty member's authorship will be acknowledged any time the materials are shared, in whole or in part. The faculty member and College shall both retain the right to use and distribute the materials for noncommercial use provided that attribution is made.

Compensation

1. Table 1 below establishes the level of compensation for each tier of ZCT work.
2. Replacing a textbook with OER materials requires updates to course materials, assessments, and instructional strategies. Therefore, any ZCT work as outlined in the table below will be completed as an **add-on** to a minor revision, moderate revision, major revision, or new course creation, for which compensation is detailed in Article XV of the Collective Bargaining Agreement between the Association and College.
3. Faculty can choose to take compensation in-load in consultation with the Dean of their relevant Academic School. This will be decided on a case-by-case basis. If compensation is taken in-load, the initial meeting between the faculty member, a librarian, an instructional technologist, and the Associate Director of OER, as well as the two-week exploratory period must be completed before the start of the semester when the work will be completed.

Table 1

	Type of OER Work	Description	Involved Tasks	Additional Hours of Work (Beyond Training & Course Revision/ Development) ⁱⁱ & Credit Equivalent
Tier 1	Textbook Replacement with Zero-Cost Textbook	Replacement of a traditional textbook with a single OER textbook	Reviewing textbook options in consultation with coordinator, area faculty, and Academic Dean	Additional hours: 0 Credits: 0
Tier 2	2A Textbook Replacement with Multiple Zero-Cost Materials	Replacement of a textbook with multiple OER and free-to-access texts/readings/materials	In partnership with a Librarian, finding OER and assessing quality	Additional hours: 25-30 Credits: 2
Or	2B <i>Online Lab/Simulation Replacement with Multiple Zero-Cost Labs/Simulations*</i>	<i>Replacement of online labs/simulations with multiple OER and free-to-access labs/simulations</i>		
Tier 3**	Revising/Adapting/Remixing Course Materials	Replacement of a textbook with multiple OER and free-to-access texts/readings/materials, including the revision, adaptation, and remixing of these materials	-In partnership with a Librarian, finding OER and assessing quality -Revising, adapting, and/or remixing texts and materials	Additional hours: 50-60 Credits: 4

ⁱ Definitions:

Open Educational Resources (OER) – Open Educational Resources are teaching, learning, and research materials in any medium – digital or otherwise – that reside in the public domain or have been released under an open license that permits no-cost access, use, adaptation, and redistribution by others with no or limited restrictions (William and Flora Hewlett Foundation).

Zero-Cost Textbook Course (ZCT) - A Zero-Cost Textbook course at Hudson County Community College is a course wherein students will not have to purchase a textbook.* Zero-Cost Textbook courses can be created by faculty using exclusively licensed OER materials or in combination with materials which are free at the point of access for students.

* Supplementary materials may be required.

* Zero-Cost Labs/Simulations and any other subscription services shall be reviewed by the Chief Information Officer to ensure the protection of students' personal information.

**Tier 3 ZCT work must be approved by the Vice President for Academic Affairs and include a rationale.

ii Tasks involved in course revision and development are described in Article XV (Additional Faculty Assignments) of the Collective Bargaining Agreement between the Association and College as follows:

k. Course development & revision

In accordance with Article XXVIII, Section 3 of this agreement, compensation for course creation and revision, regardless of modality (i.e., face-to-face or online) shall be paid as follows:

i. Minor Revision: 1.5 credits.

A minor revision involves basic updating due to the passage of time, such as: editing the course outline to conform to a new edition of the same textbook (without changing the sequence of topics, learning outcomes, or assessments).

ii. Moderate Revision: 2.0 Credits.

A moderate revision involves work that courses require as a consequence of a textbook change, such as a fine-tuning of assignments, discussions, and instructions. A moderate revision is one in which one quarter of the topics, learning outcomes, or assessment are created anew (not merely edited).

iii. Major Revision: 3.0 Credits

A major revision involves substantial work to be done by the faculty member to make the course viable. Any course that needs a major revision has more than half the learning outcomes, assignments, assessments newly created or changed substantially (not merely edited). This involves work such as: creating substantive new course material, aligning to new learning outcomes, creating new assessments, substantially re-writing and updating the course.

iv. New Course Creation: 4 Credits

New course creation involves the complete development of a course, whether redesigned or newly proposed, and whether taught online or face-to-face.

X

Michael Ferlise
President, HCCC Professional Association

X

Darryl Jones
Vice President, Academic Affairs

X

Christopher Reber
President

**EXECUTIVE SUMMARY OF 2023-24 HCCC STRATEGIC PLAN
OUTCOMES AND COLLEGE RECOGNITIONS UNDER
CHRISTOPHER M. REBER'S LEADERSHIP**

June 18, 2024

Leadership Accomplishments

Hudson County Community College's commitment to Diversity, Equity, and Inclusion has been recognized with the 2021 Association of Community College Trustees (ACCT) Northeast Region Equity Award; the "INSIGHT Into Diversity" 2021, 2022 and 2023 Higher Education Excellence in Diversity (HEED) Award, this year honoring HCCC as one of six community colleges nationally to be named "Top Colleges for Diversity;" the "INSIGHT Into Diversity" 2022 and 2023 Inspiring Programs in STEM Award, and 2024 Inspiring Programs in Business Award. The College received the 2023 Outstanding Member Institution Award from the Hispanic Association of Colleges and Universities (HACU). HCCC was a finalist in seven categories of this year's American Association of Community Colleges (AACC) national "Awards of Excellence" and earned CEO of the Year, Faculty of the Year, and Student Success Awards.

For the third consecutive year, HCCC was selected as one of 18 community colleges in the United States to be named among the "2024 Most Promising Places to Work in Community Colleges" by the National Institute for Staff and Organizational Development (NISOD) in collaboration with "Diverse: Issues in Higher Education." HCCC was one of 22 community colleges in the nation, and the only college in New Jersey, to be recognized by ModernThink LLC and the "Chronicle of Higher Education" as a 2022 and 2023 "Great College to Work For®," receiving Honor Roll status in 2023. HCCC is one of two colleges in the United States to be named a Top Ten Finalist in all three program categories for the nationally recognized 2023 Bellwether Awards, and received the 2023 Bellwether Award for the College's cutting-edge "Hudson Scholars" program, which also won the 2024 Bellwether Legacy Award.

The College's exemplary work in advancing student success has been recognized with 2023 "Leader College of Distinction" designation by Achieving the Dream, the national

nonprofit organization dedicated to advancing community colleges as catalysts for equity and mobility in their communities. HCCC was also presented the Campus Prevention Network Seal of Prevention in 2023 and 2024 for demonstrating leadership in digital prevention programming focused on student safety, well-being, and inclusion.

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS

1. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Paterson Public Schools (PPS)

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, the College desires to enter into an Agreement ("Agreement") with Paterson Public Schools ("PPS") for the delivery of dual credit instruction in Culinary Arts; and, whereby, students who successfully complete the Culinary Arts courses offered through dual instruction will be able to articulate up to 12 credits upon matriculation at the College pursuant to certain conditions being met; and,

WHEREAS, the term of the Agreement is July 1, 2024 through June 30, 2025 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend authorization of this Agreement between Hudson County Community College and Paterson Public Schools;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize this Agreement between Hudson County Community College and Paterson Public Schools, retroactive to July 1, 2024.

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

2. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Hackensack Radiology Group

WHEREAS, Hudson County Community College ("College") offers a Radiography Program ("Program") through its School of Nursing and Health Professions that is accredited by the State of New Jersey and the Joint Review Committee on Education in Radiologic Technology ("JRCERT"); and,

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

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

WHEREAS, Hackensack Radiology Group, located at 5 Marine View Plaza, Suite 100, Hoboken, New Jersey 07030, has the capacity to meet the needs of the Program; and,

WHEREAS, Hudson County Community College seeks to enter into an Affiliation Agreement ("Agreement") with Hackensack Radiology Group whereby students enrolled in the Program will be able to complete clinical experiences; and,

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

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Affiliation Agreement between Hudson County Community College and Hackensack Radiology Group, located at 5 Marine View Plaza, Suite 100, Hoboken, New Jersey 07030;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Affiliation Agreement between Hudson County Community College and Hackensack Radiology Group, located at 5 Marine View Plaza, Suite 100, Hoboken, New Jersey 07030, retroactive to July 1, 2024.

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

3. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and St. Thomas Aquinas College (STAC) for Academic Pathways in Accounting

WHEREAS, Hudson County Community College ("College") seeks to optimize community engagement through the development of seamless academic pathways with K-20 partners and in support of the College's mission to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

WHEREAS, Hudson County Community College ("College") offers an Associate of Science in Accounting degree program ("Program"); and,

WHEREAS, one goal of the Program is the successful transfer of its students to a four-year university to pursue a baccalaureate degree; and,

WHEREAS, St. Thomas Aquinas College ("STAC") offers a Bachelor of Science in Accounting degree program; and,

WHEREAS, the College seeks to enter into an Articulation Agreement ("Agreement") with STAC whereby students who earn an Associate of Science in Accounting degree at the College will be able to transfer seamlessly into STAC's Bachelor of Science in Accounting degree program, retroactive to July 1, 2024; and,

WHEREAS, this Agreement will remain in effect through June 30, 2027 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the authorization of this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize this Agreement between Hudson County Community College and St. Thomas Aquinas College, retroactive to July 1, 2024.

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

4. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and New York University (NYU)

WHEREAS, New York University ("NYU") offers a Master of Social Work ("MSW") Program; and,

WHEREAS, the MSW Program requires students to complete practicum experiences; and,

WHEREAS, the MSW Program requires facilities at which students can complete their practicum experiences; and,

WHEREAS, Hudson County Community College ("College") has the capacity to meet this need; and,

WHEREAS, Hudson County Community College seeks to renew its Agreement ("Agreement") with NYU whereby students enrolled in NYU's MSW Program will be able to complete the requisite practicum experiences at the College, retroactive to June 5, 2024; and,

WHEREAS, this Agreement will remain in effect for the term established in the Agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and New York University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Agreement between Hudson County Community College and New York University, retroactive to June 5, 2024.

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

5. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Fairleigh Dickinson University (FDU)

WHEREAS, Fairleigh Dickinson University ("FDU") offers a Master of Social Work ("MSW") Program; and,

WHEREAS, the MSW Program requires students to complete practicum experiences; and,

WHEREAS, the MSW Program requires facilities at which students can complete their practicum experiences; and,

WHEREAS, Hudson County Community College ("College") has the capacity to meet this need; and,

WHEREAS, Hudson County Community College seeks to enter into an Agreement ("Agreement") with FDU whereby students enrolled in FDU's MSW Program will be able to complete the requisite practicum experiences at the College, effective August 14, 2024; and,

WHEREAS, this Agreement will remain in effect for the term established in the Agreement unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and Fairleigh Dickinson University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Agreement between Hudson County Community College and Fairleigh Dickinson University, effective August 14, 2024.

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

6. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and Equus Workforce Solutions

WHEREAS, Hudson County Community College ("College"), through its School of Continuing Education and Workforce Development, offers pathways to workforce programs and credentials for its students; and,

WHEREAS, a training agreement with the operator of the Hudson County One-Stop Career Center facilitates the provision of workforce training programs, credentials, and job search assistance; and,

WHEREAS, the College seeks to renew its Agreement with the Arbor E&T, LLC d/b/a Equus Workforce Solutions, which has offices located at 438 Summit Ave., Jersey City, NJ 07306 as the operator of the Hudson County One-Stop Career Center for the provision of workforce training programs, credentials, and job search assistance; and,

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

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and Equus Workforce Solutions;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Agreement between Hudson County Community College and Equus Workforce Solutions, retroactive to July 1, 2024.

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

7. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Bergen County Job Center (BCJC)

WHEREAS, Hudson County Community College ("College"), through its School of Continuing Education and Workforce Development, offers pathways to workforce programs and credentials for its students; and,

WHEREAS, the College seeks to enter into an Agreement ("Agreement") with the Bergen County Job Center to serve as a training provider for Fiscal Year 2025 for the provision of workforce training programs, credentials, and job search assistance; and,

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

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and Bergen County Job Center;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Agreement between Hudson County Community College and Bergen County Job Center, retroactive to July 1, 2024.

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

8. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Pacific Northwest National Laboratories (PNNL)

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, Pacific Northwest National Laboratories ("PNNL") offers the Diverse and Equitable Workforce in Wind Energy project, which is a Wind Energy Technologies Office-funded effort to advance distributed wind workforce development opportunities, and is seeking Academic Collaborators; and,

WHEREAS, the College seeks to enter into an Agreement with PNNL to be an Academic Collaborator; and,

WHEREAS, this Agreement will remain in effect through September 30, 2024 unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and Pacific Northwest National Laboratories;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize this Agreement between Hudson County Community College and Pacific Northwest National Laboratories, effective August 14, 2024.

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

9. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Cassandra Consultants, LLC

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, the College desires to support students and community residents in benefitting from Cannabis legalization; and,

WHEREAS, Hudson County Community College ("College") offers non-credit and credit-bearing Cannabis programs ("Programs") through its School of Continuing Education and Workforce Development and its School of Business, Culinary Arts, and Hospitality Management, respectively; and,

WHEREAS, the College seeks to enter into an Agreement ("Agreement") with Cassandra Consultants, LLC, to establish a joint venture to create, promote, and provide cannabis impairment education within New Jersey; and,

WHEREAS, this Agreement will remain in effect for three (3) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and Cassandra Consultants, LLC;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize this Agreement between Hudson County Community College and Cassandra Consultants, LLC, retroactive to May 1, 2024.

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

10. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and LiUNA, New Jersey Construction Craft Laborers' Apprenticeship Program (LiUNA NJCCLAP)

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, the College desires to enter into an Articulation Agreement ("Agreement") with LiUNA, New Jersey Construction Craft Laborers' Apprenticeship Program ("LiUNA NJCCLAP"), whereby LiUNA NJCCLAP members will be able to earn credit for prior learning towards academic pathways in Construction Management; and,

WHEREAS, the term of the Agreement renewal is three (3) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the authorization of the Agreement between Hudson County Community College and LiUNA, New Jersey Construction Craft Laborers' Apprenticeship Program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize this Memorandum of Understanding between Hudson County Community College and LiUNA, New Jersey Construction Craft Laborers' Apprenticeship Program, effective upon the date of last signature.

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

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Academic and Student Affairs Committee as outlined above in **Item IX., Academic and Student Affairs Recommendations 1-10:**

1) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Paterson Public Schools (PPS); 2) Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Hackensack Radiology Group; 3) Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and St. Thomas Aquinas College (STAC) for Academic Pathways in Accounting; 4) Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and New York University (NYU); 5) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Fairleigh Dickinson University (FDU); 6) Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and Equus Workforce Solutions; 7) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Bergen County Job Center (BCJC); 8) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Pacific Northwest National Laboratories (PNNL); 9) Resolution Authorizing

Agreement Between Hudson County Community College (HCCC) and Cassandra Consultants, LLC;
and, 10) Resolution Authorizing Articulation Agreement Between Hudson County Community College
(HCCC) and LiUNA, New Jersey Construction Craft Laborers' Apprenticeship Program (LiUNA
NJCCCLAP).

INTRODUCED BY:

Edward DeFazio

SECONDED BY:

Frank Gargiulo

DATE:

August 13, 2024

DeFazio, Edward

AYE

Doria, Joseph

ABSENT

Gardner, Pamela

ABSENT

Gargiulo, Frank

AYE

Gemma, Stacy

AYE

Kenny, Roberta

AYE

Lombardo, Vincent

AYE

Rodriguez, Silvia

AYE

Stahl, Harold

AYE

Peña, Jeanette, Chair

AYE

Abstain from Resolution # 9

8 Aye 0 Nay

Alexa Riano
Signature of Recorder

RESOLUTION ADOPTED

08/13/2024
Date

Supporting Documents

[Click Here for Supporting Documents](#)

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

X. NEW BUSINESS

None

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

August 13, 2024

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the August 13, 2024 meeting of the Hudson County Community College Board of Trustees be adjourned at 5:33 P.M.

INTRODUCED BY: Jeanette Peña

SECONDED BY: Frank Gargiulo

DATE: August 13, 2024

DeFazio, Edward	<u>AYE</u>
Doria, Joseph	<u>ABSENT</u>
Gardner, Pamela	<u>ABSENT</u>
Gargiulo, Frank	<u>AYE</u>
Gemma, Stacy	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Lombardo, Vincent	<u>AYE</u>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Peña, Jeanette, Chair	<u>AYE</u>

8 Aye 0 Nay

Alexa Riano
Signature of Recorder

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

08/13/2024
Date