

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

**Regular Meeting--Board of Trustees**  
**August 14, 2018**

**AGENDA**

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan  
Karen A. Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Pamela E. Gardner  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Vice Chair  
William J. Netchert, Chair  
Jeanette Peña  
Christopher Reber, President  
Hamza Saleem – Student Alumni Representative  
Adrienne Sires  
Harold Stahl
- III. COMMENTS FROM THE PUBLIC** Mr. Netchert
- IV. CLOSED SESSION** (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)
- V. PRESIDENT'S REPORT** Dr. Reber
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Reber
1. Minutes of Previous Meetings  
2. Gifts, Grants, and Contracts  
3. Middle States Self Study Update August 2018
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Reber
- VIII. PERSONNEL RECOMMENDATIONS** Dr. Reber
- IX. ACADEMIC AND STUDENTS AFFAIRS** Dr. Reber
- X. NEW BUSINESS** Mr. Netchert
- XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

|   |                |
|---|----------------|
| Kevin Callahan  | <u>ABSENT</u>  |
| Karen A. Fahrenholz                                     | <u>PRESENT</u> |
| James Fife, Trustee Emeritus, ex officio                | <u>ABSENT</u>  |
| Pamela E. Gardner                                       | <u>PRESENT</u> |
| Roberta Kenny   | <u>PRESENT</u> |
| Joanne Kosakowski                                       | <u>PRESENT</u> |
| Bakari Lee  | <u>PRESENT</u> |
| William J. Netchert                                     | <u>PRESENT</u> |
| Jeanette Peña   | <u>PRESENT</u> |
| Christopher Reber - President, ex officio               | <u>PRESENT</u> |
| Hamza Saleem, Student Alumni Representative, ex officio | <u>ABSENT</u>  |
| Adrienne Sires  | <u>PRESENT</u> |
| Harold G. Stahl   | <u>PRESENT</u> |

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
*August 14, 2018***

***III. COMMENTS FROM THE PUBLIC***

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018**

**IV. CLOSED SESSION**



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
*August 14, 2018***

***V. PRESIDENT'S REPORT***

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

*The Minutes of the Regular Meeting of June 12, 2018 are herewith officially submitted to the Board Trustees for approval. (Attachment A)*

*Recommendation:*

*It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of June 12, 2018.*

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

*The College has made the following grant & contract proposals:*

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

*AGENCY: New Jersey Department of Education*

*PURPOSE OF GRANT: HCCC received notice of our FY'19 allocation to be utilized for direct instructional support for HCCC CTE programs.*

*COLLEGE ADMINISTRATOR: Dayneesa McMillan*

*COLLEGE CONTRIBUTION: \$0*

*AWARD AMOUNT: \$817,247*

**3. Middle States Self Study Update – August 2018**



**Hudson County Community College  
Decennial Self Study Update  
August 2018**

- In July, Dr. Reber announced to the College community that the role of Accreditation Liaison Officer will transition to Dr. Eric Friedman, Senior Vice President for Academic Affairs.

- Cabinet Members, Co-Chairs, and the Dean of Institutional Research and Planning have been provided with the initial rough draft of the Self-Study report for comments and feedback.
- Dr. DeRionne Pollard, President of Montgomery College, Chair of the Evaluation Team for Middle States, will be on our campus during for a Preliminary Visit on November 9th, 2018. A detailed agenda is being developed.
- The first revised draft of the Self-Study will be shared with the Core Committee and Steering Committee at the end of August. The draft will be distributed to the College community in September for review and feedback.
- The full team visit will take place starting Sunday evening March 31st and will conclude on Wednesday, April 3<sup>rd</sup>. A detailed agenda is being developed.
- A status update will be provided to the college community during College Service Day on August 29.

**RESOLUTION:** *Now, therefore, be it resolved that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations 1-3.*

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Jeanette Peña

**DATE:** August 14, 2018

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

9 Ayes..... 0 Nay

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

Jennifer Dakley  
Signature of Recorder

8-14-18  
Date

**ATTACHMENT A  
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES  
June 12, 2018**

**MINUTES**

**PRESENT:** Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Pamela Gardner, Joanne Kosakowski, Bakari Lee, William Netchert, Hamza Saleem, Student Alumni Representative and Harold Stahl.

**ABSENT:** James Fife, Trustee Emeritus, (ex officio), Roberta Kenny, Jeanette Peña, and Adrienne Sires.

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

*HCCC Staff and Visitors present were: Dedrick Albert, Alessandro DelConte, John Delooper, Patrick DelPiano, Heather DeVries, Lisa Dougherty, Jacob A. Faura, Eric Friedman, Dorothea Graham-King, Jose Lowe, Patrick Moore, Ericka Morel, Elizabeth Nesius, Jennifer Oakley, Victoria Orellana, Upasana Sethi Pagan, Jedediah Palmer, Ismael Randazzo, Vivyen Ray, Qamar Raza, Dayan Ruiz, Lola Sanchez, Jerry Trombella, Chris Wahl, Lilisa Williams, and Marcella Williams.*

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

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

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

**III. COMMENTS FROM THE PUBLIC**

- Chairman Netchert expressed his appreciation for President Gabert's hard work and dedication over the past 25 years. He said that it has been a pleasure working with him. He wished him well on his retirement and said that he would be missed.
- Trustee Joanne Kosakowski thanked President Gabert for his unwavering support of her during her tenure on the Board and said that she, too, will really miss him.
- Dr. Eric Friedman, Senior Vice President, Academic Affairs, acknowledged the mentorship that President Gabert has provided him for over eleven years, which helped him develop as a leader. He added that President Gabert has "transformed this College, the employees and students who have passed through it."
- Ismael Randazzo, former HCCC Adjunct Instructor, thanked President Gabert for his support over the years.

President Gabert thanked everyone for their kind remarks.

*Chairman Netchert announced that the Board would go into Closed Session to discuss litigation at the end of the meeting.*

**SUSPEND THE ORDER OF THE AGENDA**

*Introduced by: Harold Stahl*

*Seconded by: Bakari Lee*

*7 Ayes.....0 Nays*

*Resolution Adopted*

**IV. CLOSED SESSION 5:25 P.M.**

*Introduced by: Bakari Lee*

*Seconded by: Joanne Kosakowski*

*7 Ayes.....0 Nays*

*Resolution Adopted*

**MOTION TO RETURN 5:40 PM  
FROM CLOSED SESSION**

*Introduced by: Karen Fahrenholz*

*Seconded by: Kevin Callahan*

*7 Ayes.....0 Nays*

*Resolution Adopted*

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

*President Gabert gave the following reports:*

- *Dr. Paula Pando, Senior Vice President, North Hudson Campus and Student and Educational Services, has been appointed President of Reynolds College in Virginia. HCCC will recognize her sometime in the near future for her service.*
- *The following employees will be retiring this year: Mojdeh Tabatabaie, Professor STEM; Rafael Nivar, Director of Campus Safety and Security; and Ann Marie Frenche, Secretary, Academic Affairs. He commended them for their long service to HCCC.*
- *The June Update Middle States Self-Study Report was submitted for review.*

**June Update Middle States Self-Study**

- *Co-chairs, Cathie Seidman and Ellen Renaud, and Director of Institutional Research, Dr. Jerry Trombella have met with Steering Committee Co-chairs to discuss and suggest revisions to second drafts of chapters.*
- *Revised chapters are due back on June 7, 2018.*
- *Chapters will be shared with the Core Committee and Steering Committee Co-chairs during the summer.*
- *By September, the first draft of the Self-Study will be shared with the College Community.*



**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular Meeting of May 8, 2018.
2. Gifts, Grants and Contract Reports – None

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays

Resolution Adopted

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

1. Resolution Awarding Contract for Electrical Repairs and Installation on a Time and Material Basis to Sal Electric, Co., Inc.,
2. Resolution Rejecting All Bids for the Award Of Contract For Student Union Center Interior Renovations At 81 Sip Avenue, Jersey City, New Jersey (Dicara Rubino Project #3297),
3. Resolution Authorizing the Award of Services from Johnson Controls (formerly Tyco SimplexGrinnell.
4. Purchase Order Increase for Allegro Sanitation Corp.,
5. Resolution Authorizing Payment for Completed Snow Plowing Services,
6. Resolution Authorizing Additional Plumbing Supplies,
7. Resolution Authorizing Payment for Completed Floor Mat Cleaning Services,
8. Resolution to Approve Auditing Services for FY 2018,
9. Resolution Approving the Agreement for Electronic Processing Services for FY 2019,
10. Professional Practice Experience Agreement between Providers First and HCCC for the Nursing Program,
11. New College's Campus-Wide Software License Agreement for FY19,
12. Purchase or Liability & Casualty Insurance for FY 2019,
13. Affiliation Agreement between North Hudson Community Action Corporation and HCCC for the Medical Assistance Program, Practical Nursing Program, and Registered Nursing Program,
14. Resolution to Increase the Purchase Order for North East Linen Supply,
15. Resolution to Increase the Purchase Order for Baldor Specialty Foods,
16. Resolution to Increase the Purchase Order for Dairyland,
17. Resolution to Approve Agreement With Harrison Board of Education, Kearny Board of Education, Bayonne Board of Education, and Union City Board of Education for use of their School classrooms for Evening Classes During the 2019 Academic Year,
18. Resolution to Approve Instructional Supplies from Pocket Nurse,
19. New Dell Computers for the North Hudson Campus,
20. Purchase of Desks and Chairs for the North Hudson Campus,
21. Resolution Authorizing Procurement of New Automobile,
22. Resolution Authorizing Agreement with Rutgers for Providing Training Pursuant to a New Jersey Department of Labor and Workforce Development Grant.

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays

Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RETIREMENTS**

| <u>Name</u>       | <u>Title</u>                           | <u>Effective Date</u> |
|-------------------|--|-----------------------|
| Ann-Marie Frenche | Secretary, Academic Affairs            | 7/1/2018              |
| Mojdeh Tabatabaie | Professor, STEM                        | 9/1/2018              |
| Rafael Nivar      | Director of Campus Safety and Security | 12/31/2018            |

**2. RESIGNATIONS**

| <u>Name</u>         | <u>Title</u>  | <u>Effective Date</u> |
|---------------------|---|-----------------------|
| Andrew Bishop       | Instructor, English   | 7/1/2018              |
| John Fugazzie       | Executive Director of Hudson County Workforce Development Board                   | 5/31/2018             |
| Suzanne Novy        | Director of Radiography Program   | 12/31/2018            |
| Paula P. Pando      | Senior Vice President of North Hudson Campus and Student and Educational Services | 8/9/2018              |
| Michael F. de Matas | Head Tutor for Math, Science, and Business  | 8/31/2018             |

**3. APPOINTMENT OF FACULTY**

| <u>Name</u>   | <u>Title</u>                     | <u>Effective Date</u> | <u>Annual Salary</u>       |
|---------------|----------------------------------|-----------------------|----------------------------|
| Karen Gali    | Tenure Track Instructor, English | 8/15/2018             | \$44,217.00<br>(pro-rated) |
| Mohamed Qasem | Instructor, Physics              | 8/15/2018             | \$44,217.00<br>(pro-rated) |
| Fatma Tat     | Instructor, Chemistry            | 8/15/2018             | \$44,217.00<br>(pro-rated) |

**4. APPOINTMENT OF STAFF**

| <u>Name</u>      | <u>Title</u>                                   | <u>Effective Date</u> | <u>Annual Salary</u>        |
|------------------|--|-----------------------|-----------------------------|
| Arturo Arana     | Admissions Recruiter                           | 6/13/2018             | \$38,000.00<br>(pro-rated)  |
| Joyce Y. Belcher | Associate Dean, STEM                           | 6/13/2018             | \$90,000.00<br>(pro-rated)  |
| Phillip Cafasso  | Associate Dean, Humanities and Social Sciences | 6/13/2018             | \$105,000.00<br>(pro-rated) |
| Jedediah Palmer  | ESL Lecturer                                   | 7/1/2018              | \$55,000.00<br>(pro-rated)  |

| <u>Name</u>         | <u>Title</u>        | <u>Effective Date</u> | <u>Annual Salary</u>       |
|---------------------|---------------------|-----------------------|----------------------------|
| Upasana Sethi-Pagan | Assistant Registrar | 6/18/2018             | \$50,000.00<br>(pro-rated) |

**5. TEMPORARY FULL-TIME ASSIGNMENTS**

| <u>Name</u>       | <u>Title</u>                     | <u>Effective Date</u>  | <u>Annual Salary</u>       |
|-------------------|----------------------------------|------------------------|----------------------------|
| Patricia Barroero | Transitional Program Coordinator | 6/18/2018<br>9/30/2018 | \$40,000.00<br>(pro-rated) |
| Priyanka Naik     | Secretary                        | 7/1/2018<br>12/19/2018 | \$30,000.00<br>(pro-rated) |

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: JULY 1, 2018 – DECEMBER 19, 2018 (NEW AND CONTINUING PART-TIME HIRES)**

**7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SUMMER 2018.**

| LAST NAME | FIRST NAME | DEPARTMENT      |
|-----------|------------|-----------------|
| GIBBS     | RODNEY     | SOCIAL SCIENCES |

**8. APPROVAL OF THE STAFFING AUTHORIZATION TABLE FOR FISCAL YEAR 2019 EFFECTIVE June 13, 2018**

Associate Dean, Humanities and Social Sciences  
Associate Dean, Nursing and Health Sciences

**9. RESOLUTION AUTHORIZING THE AWARD OF CONSULTANCY TO CONTENT DEVELOPMENT FOR ACADEMIC PATHWAYS AND PARTNERSHIPS**

**10. RESOLUTION AUTHORIZING A CONSULTANT AGREEMENT FOR COURSE DEVELOPMENT AND COURSE UPDATES BETWEEN ADJUNCT FACULTY RAPHAEL GLINBIZZI, AND THE BUSINESS, CULINARY ARTS AND HOSPITALITY MANAGEMENT DEPARTMENT**

**11. RESOLUTION AUTHORIZING CONSULTANT AGREEMENT FOR COURSE DEVELOPMENT AND COURSE UPDATES BETWEEN ADJUNCT FACULTY ROBERT ALVAREZ AND THE BUSINESS, CULINARY ARTS AND HOSPITALITY MANAGEMENT DEPARTMENT**

**12. RESOLUTION AUTHORIZING CONSULTANT AGREEMENT FOR COURSE DEVELOPMENT AND COURSE UPDATES BETWEEN ADJUNCT FACULTY VICTOR MORUZZI AND THE BUSINESS, CULINARY ARTS AND HOSPITALITY MANAGEMENT DEPARTMENT**



13. **AUTHORIZING A CONSULTANT AGREEMENT FOR COURSE DEVELOPMENT AND COURSE UPDATES BETWEEN ADJUNCT FACULTY NASAR ALBARGHOUTHI AND THE BUSINESS, CULINARY ARTS AND HOSPITALITY MANAGEMENT DEPARTMENT**
14. **RESOLUTION AUTHORIZING STIPEND FOR JEANNETTE LIM**
15. **RESOLUTION AUTHORIZING STIPEND FOR NYDIA JAMES**
16. **RESOLUTION AUTHORIZING STIPEND FOR DAYNEESA MCMILLAN**
17. **RESOLUTION AUTHORIZING STIPEND FOR KEVIN ENG**
18. **COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE ADJUNCT FACULTY FEDERATION.**
19. **HUDSON COUNTY COMMUNITY COLLEGE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**
20. **RESOLUTION APPROVING AGREEMENT BETWEEN THE CITY OF JERSEY CITY, THE COUNTY OF HUDSON, AND HUDSON COUNTY COMMUNITY COLLEGE**

Introduced by: Joanne Kosakowski

Seconded by: Harold Stahl

7 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. AUTO-GRADUATION POLICY**

Introduced by: Joanne Kosakowski

Seconded by: Harold Stahl

7 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS**

**1. SETTLEMENT AGREEMENT AND GENERAL RELEASE**

Introduced by: Bakari Lee

Seconded by: Harold Stahl

7 Ayes.....0 Nays

Resolution Adopted

**XI. ADJOURNMENT 5:50 P.M.**

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018**

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

**1. Resolution for Awarding Contract for Culinary Arts Center Sidewalk Repair to S. Batata Construction, Inc.**

**WHEREAS**, the Hudson County Community College ("College") held a public bid opening on June 28, 2018 for the Culinary Arts Center sidewalk repairs; and

**WHEREAS**, bidders were asked to provide materials and wages to repair the Culinary Arts Center sidewalk. The estimated cost of this project was budgeted at \$125,000; and

**WHEREAS**, the College received four (4) bids for the Culinary Arts Sidewalk repair; and

**WHEREAS**, the Four bid packages were received and the results are the following; and

| <u>Vendor</u>               | <u>Location</u>  | <u>Bid Amount</u> |
|-----------------------------|------------------|-------------------|
| S. Batata Construction Inc. | Parlin, NJ       | \$130,000.00      |
| A-Tech Concrete             | Edison NJ        | \$193,000.00      |
| A Berms, LLC                | Bellville, NJ    | \$199,000.00      |
| Molba Construction .        | Little Ferry, NJ | \$315,000.00      |

**WHEREAS**, the College has determined that S. Batata Construction Inc. is the lowest responsible bidder; and

**WHEREAS**, the cost of these services will be funded from Chapter 12 Funds; and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby awards a contract for the Culinary Arts Center Sidewalk repair to S. Batata Construction Inc. in the amount of One Hundred Thirty Thousand Dollars (\$130,000.00) required by the specifications; and

**BE IT FURTHER RESOLVED**, that in accordance with the provisions of the County College Contracts Law, the Board of Trustees hereby awards a contract for the Culinary Arts Center sidewalk repair to S. Batata Construction Inc.

**2. Resolution Authorizing the Purchase of Climate Control Services and HVAC Services for the College**

**WHEREAS**, the College requires the services of a qualified vendor to provide climate control and HVAC services college wide; and

**WHEREAS**, Automated Building Controls has submitted a proposal to provide these services at a cost not to exceed \$35,000; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards a contract to Automated Building Controls to provide climate control and HVAC services at a cost that is not to exceed \$35,000; and

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

**3. Resolution Authorizing the Purchase of Generator Service Contract for the College Library, the North Hudson Campus and the STEM building.**

*WHEREAS, the College requires the services of a qualified vendor to provide generators maintenance, service and testing for the college library, the North Hudson campus and the STEM building; and*

*WHEREAS, Aggressive Power Systems has submitted a proposal to provide these services at a cost not to exceed \$25,750.00; and*

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards a contract to Aggressive Power Systems to provide generator maintenance, service and testing for the college library, the North Hudson Campus and the STEM building at a cost not to exceed \$25,750.00; and

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

**4. Resolution Awarding Food Services Contract with Flik**

*WHEREAS, the Hudson County Community College ("College") requires a vendor to manage the College's Culinary Conference Center, Liberty Café and Stem Café ("Services"); and*

*WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5, a contract for the Services may be negotiated and then awarded by the College by resolution at a public meeting of its board of trustees; and*

*WHEREAS, the College solicited proposals from interested vendors to provide the Services; and*

*WHEREAS, the Administration reviewed the proposals received, and determined that the proposal provided by Flik International Corp. ("Flik") was most advantageous to the College, price and other factors considered; and*

*WHEREAS, the College and Flik negotiated the terms and conditions of the contract; and*

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



**WHEREAS**, the Administration, Finance Committee recommend award of the contract for the Services to Flik, in accordance with the negotiated terms and conditions; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees of Hudson County Community College, that in accordance with the provisions of N.J.S.A. 18A:64A-25.5, a contract for the Services be awarded to Flik International Corp., in accordance with the terms and conditions negotiated by the Administration; and

**BE IT FURTHER RESOLVED**, that the effective date of the contract shall be July 1, 2018; and

**BE IT FURTHER RESOLVED**, that the College President is authorized to execute the contract on behalf of the College; and

**BE IT FURTHER RESOLVED**, that the Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

**5. Clinical Affiliation Agreement between City Medical of Upper East Side PLLC and HCCC for the Radiology Technologist Program**

**WHEREAS**, HCCC operates a New York State Department of Education approved program of education to train radiology technologist students, and desires students enrolled in the Radiology Technologist Program (the "Program") to have the opportunity to participate in a supervised field placement externship at a medical facility; and

**WHEREAS**, CityMD maintains a setting for field placement of the students, who are enrolled in the Program.

**WHEREAS**, this setting requires an agreement stipulating the roles, responsibilities, physical requirements and other terms covering students and faculty; and

**WHEREAS**, the agreement shall continue in full force and effect until terminated by either party, giving sixty (60) days written notice to the other party; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the College to enter into an agreement with City Medical of Upper East Side PLLC for the purposes of educating Hudson County Community College students in the Radiology Technologist Program through practical experience; and

**BE IT FURTHER RESOLVED**, that the College's Administration is authorized to take such steps as necessary to effectuate the purposes of this resolution.

**6. Resolution Authorizing Temporary Staffing for Human Resources Department**

**WHEREAS**, the College has a need to use a temporary staffing agency to provide Benefits Administration in the Human Resources department; and

**WHEREAS**, pursuant to N.J.S.A. 18A:6A-25.5(15) these services are exempt from bidding; and

**WHEREAS**, Office Team is the proposed vendor to provide the Human Resources department with temporary staffing services at a cost that is not to exceed \$70,000; and

**WHEREAS**, the anticipated term is until the end of FY19; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approves the services with Office Team, as described herein at a cost not to exceed \$70,000.

**7. Resolution to Authorize Participation in the E&I Cooperative Services Purchasing Cooperative**

*WHEREAS, the Hudson County Community College ("College") seeks to participate in the E&I Cooperative Services to purchase equipment, services, other educational items and supplies; and*

*WHEREAS, pursuant to N.J.S.A.40A:11-10 and 11 the College may join into a cooperative purchasing group as long as the provisions of the Local Public Contracts Law have been complied with; and*

*WHEREAS, E&I Cooperative Services, a national cooperative group which complies with the requirements of the Local Public Contracts Law and is the largest, member-owned, non-profit purchasing cooperative serving the needs of education, can provide the College with the opportunity to purchase equipment, services, other educational items and supplies through the Network; and*

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

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

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the College to join the E&I Cooperative Services Network for the purchase of equipment, services, other educational items and supplies.

**8. Resolution to Award the Office Supplies Contract through the E&I Cooperative Services Purchasing Cooperative**

*WHEREAS, the Hudson County Community College is a participating member of the E&I Cooperative Services Cooperative; and*

*WHEREAS, the Cooperative had requested bids for Office Supplies for all E&I Cooperative members participating in the cooperative; and*

*WHEREAS, Staples Business Advantage won the bid with a ten-year service contract period, which contract period is 04/01/2015 - 12/31/2025; and*

*WHEREAS, the anticipated total cost for the year is expected to exceed \$17,500; and*

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

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

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College authorizes the College to enter into agreement with Staples Business Advantage.

**9. Resolution Authorizing of the Parking Authority Contract Renewal for Campus Parking**

*WHEREAS, the college has entered into an agreement with the Parking Authority of West New York, New Jersey; and*



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

**WHEREAS**, this is one year and expires on June 30, 2019; and

**WHEREAS**, the Parking Authority of West New York, New Jersey contract provides seventy-five parking spaces in a restricted area of the lot, clearly designated for College use only at a cost not to exceed \$55,500.00; and

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

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

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the contract renewal with the Parking Authority of West New York, New Jersey, as described herein at a cost not to exceed \$55,500.00.

**10. Renewal of College's Campus-Wide Software License Agreement for FY19**

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

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

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

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

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

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

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

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

**11. Resolution to Approve Hudson County Community College Website Redesign Budget**

**WHEREAS**, the Hudson County Community College has identified the need to redesign the college's website; and

**WHEREAS**, the College has a projected budget for the redesigned website that is not to exceed \$200,000.00 and

**WHEREAS**, the anticipated fiscal year is 2019; and

**WHEREAS**, the costs of the Project will be funded from the operating budget; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that funds as required by the Budget are available for the Project; and

**WHEREAS**, the College's Administration, Finance Committee recommended the acceptance and adoption of the Budget for the Project to the Board of Trustees at its August 14, 2018 meeting,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the Budget for the Project.

**12. Resolution to Authorize Participation in the Educational Services Commission of New Jersey Cooperative (ESCNJ)**

**WHEREAS**, the Hudson County Community College ("College") seeks to participate in Educational Services Commission of New Jersey Cooperative to purchase equipment, services, other educational items and supplies; and

**WHEREAS**, pursuant to N.J.S.A.40A:11-10 and 11 the College may join into a cooperative purchasing group as long as the provisions of the Local Public Contracts Law have been complied with; and

**WHEREAS**, Educational Services Commission of New Jersey Cooperative complies with the requirements of the Local Public Contracts Law and the Educational Services Commission of New Jersey (ESCNJ) serves over 300 municipalities and 700 school districts throughout New Jersey, offering numerous opportunities for the cooperative purchasing of equipment and supplies at reduced costs for New Jersey schools and municipalities; and

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

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

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the College to join the Educational Services Commission of New Jersey Cooperative (ESCNJ) for the purchase of equipment, services, other educational items and supplies.

**13. Resolution to Award the Apple computer products and services contract through the Educational Services Commission of New Jersey Cooperative (ESCNJ)**

**WHEREAS**, the Hudson County Community College is a participating member of the Educational Services Commission of New Jersey Cooperative (ESCNJ) Cooperative; and

**WHEREAS**, the Cooperative has a contract with Apple Inc., the Apple Corporate Contract Number is 1062153 and the customer contract number is MRESC 15-16-69; and

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

**WHEREAS**, the anticipated total cost for the year is not to exceed \$92,000 for 24 iMac computers and 5 MacBook Pro computers for the Digital Arts department; and

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

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College authorizes the College to enter into agreement with Apple Inc.

**14. New Dell Computers for the Criminal Justice Department and Business Labs (Journal Square)**

**WHEREAS**, the College has a need to purchase (17) computers for use by the Business Labs Department and (40) computers for use by the Criminal Justice Department at Journal Square; 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**, Dell (NJ State Contract#: 89967), has quoted a price for the (17) computers for use by the Business Labs Department at a cost not to exceed \$18,350 and (40) Dell Latitude computers for use by the Criminal Justice Department not to exceed \$62,000; and

**WHEREAS**, the cost of the computers will be funded from the Perkins Grant; and

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards a contract to Dell (NJ State Contract#: 89967) to provide new computers for the Business Labs Department at a cost that is not to exceed \$18,350.00 and the Criminal Justice Department not to exceed \$62,000; and

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

**15. Resolution to Award Contract to Bloomberg Finance L.P. for Bloomberg Terminal Software for the Business Labs at the Jersey City campus**

**WHEREAS**, the Hudson County Community College ("College") requires a vendor to provide Bloomberg Terminal Software; and

**WHEREAS**, this technology is exempt for bidding pursuant to N.J.S.A. 18A:6A-25.5(3) as a sole source provider of this technology and/or because the technology is patented and/or copyrighted; and

**WHEREAS**, the College solicited a proposal from Bloomberg Finance L.P. to provide the Bloomberg Terminal Software; and

**WHEREAS**, the cost of this Bloomberg Terminal Software will be funded from the Perkins Grant of FY'19 for the Business Labs for the Jersey City Campus; 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 approves the purchase with Bloomberg Finance L.P. as described herein at a cost not to exceed \$67,500 and authorizes the College to take such steps as necessary to purchase the Bloomberg Terminal Software.

**16. Resolution to Award Transportation Contract to Trans-Ed, Inc.**

**WHEREAS**, the Hudson County Community College ("College") held a public bid opening for a Transportation Services contract ("Services") for a period of up to two (2) years; and

**WHEREAS**, the bid specifications required bidders to bid a unit cost on various routes contemplated by the College for use during the 2018-2019 and 2019-2020 school years; and

**WHEREAS**, the bid specifications provide that the total contract amount will be the cost per trip multiplied by the actual number of trips made on the routes selected by the College; and

**WHEREAS**, the College received one bid at the public bid opening from Trans-Ed, Inc., Paterson, New Jersey, with the following;



*The charge per trip from 70 Sip Ave, Jersey City NJ (Main Campus) to 4800 Kennedy Boulevard, Union City NJ (North Hudson Campus) is \$117.82 per trip, the estimated number of trips over the 2-year term is 2,640. The total cost for trips is \$311,044.80.*

*The charge per trip from 4800 Kennedy Boulevard, Union City NJ (North Hudson Campus) to 70 Sip Ave, Jersey City, NJ (Main Campus) is \$117.82 per trip, the estimated number of trips over the 2-year term is 2,640. The total cost for trips is \$311,044.80; and*

**WHEREAS**, *the College has determined Trans-Ed, Inc. to be the lowest responsive and responsible bidder; and*

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

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

**NOW, THEREFORE, BE IT RESOLVED**, *that the Board of Trustees hereby awards a contract for the Services to Trans-Ed, Inc. for a term of two (2) years at a cost per trip of \$117.82; and*

**BE IT FURTHER RESOLVED**, *that the total cost of the contract shall not exceed \$622,089.60 for the two (2) year period; and*

**BE IT FURTHER RESOLVED**, *that any additional routes added by the Board shall be at the cost of \$117.82 per trip; and*

**BE IT FURTHER RESOLVED**, *that the Board of Trustees hereby authorizes its Director of Contracts and Procurement to work with legal counsel to prepare the contract for the Services consistent with the Specifications and Trans-Ed, Inc's bid.*

**17. Resolution Authorizing the Purchase of a Subscription to Retention & Career Services Management Software for Student Use**

**WHEREAS**, *the College is dedicated to providing its students with effective career planning and development services; and*

**WHEREAS**, *the College has a need to purchase a subscription to retention & career services software which includes but is not limited to, career services, career planning, resume writing, tutor services, and advising services; and*

**WHEREAS**, *Symlicity Corporation submitted a proposal to provide this software access as well as access to the advising network (Symlicity Insight) at a cost not to exceed \$35,000 in the first year (\$77,124 for three years); and*

**WHEREAS**, *the anticipated term of the contract is 3 years, renewing annually (year 1: \$35,000; year 2: \$20,700; year 3: \$21,424); and*

**WHEREAS**, *pursuant to N.J.S.A. 18A:64A-25.5 (19), the purchase of goods or services for the support or proprietary hardware or software is exempt from bidding; and*

**WHEREAS**, *the cost of this software will be funded from the Perkins Grant; and*

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

**NOW, THEREFORE, BE IT RESOLVED** *that the Board of Trustees of Hudson County Community College approve the purchase with Symlicity Corporation described herein at a cost not to exceed \$77,124.*

**18. Resolution to Award third party collection service contracts to Transworld Systems, Inc. and Allied Account Services, Inc.**

**WHEREAS**, the Hudson County Community College ("College") requires the services of a third-party vendor to provide collection services for delinquent student loans ("Services"); and

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5, the collection of amounts due on student loans, including without limitation, loans guaranteed by or made with funds of the United States of America may be made, negotiated or awarded by the College by resolution at a public meeting of the Board of Trustees without public advertisement for bids or bidding therefor; and

**WHEREAS**, the College has received proposals from Transworld Systems, Inc. and Allied Account Services, Inc. to provide the Services; and

**WHEREAS**, both proposals are for the same fee structure; and

**WHEREAS**, the Administration has reviewed the proposals, has determined that both vendors have the experience to provide the Services and are both reasonable as to price; and

**WHEREAS**, the anticipated term is two years commencing on September 1, 2018 and terminating on August 31, 2020; and

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

**WHEREAS**, the Administration and Finance Committee recommend awarding contracts for the Services to Transworld Systems, Inc. and Allied Account Services, Inc.;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College ("Board") awards contracts for the Services to Transworld Systems, Inc. and to Allied Account Services, Inc.; and

**BE IT FURTHER RESOLVED** that the Board's award is subject to the negotiation of contracts with each vendor acceptable to the Administration and Counsel; and

**BE IT FURTHER RESOLVED** that the Board authorizes the Administration to take all steps necessary to effectuate the purpose of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-18**: 1) Resolution for Awarding Contract for Culinary Arts Center Sidewalk Repair to S. Batata Construction, Inc., 2) Resolution Authorizing the Purchase of Climate Control Services and HVAC Services for the College, 3) Resolution Authorizing the Purchase of Generator Service Contract for the College Library, the North Hudson Campus and the STEM building, 4) Resolution Awarding Food Services Contract with Flik, 5) Clinical Affiliation Agreement between City Medical of Upper East Side PLLC and HCCC for the Radiology Technologist Program, 6) Resolution Authorizing Temporary Staffing for Human Resources Department, 7) Resolution to Authorize Participation in the E&I Cooperative Services Purchasing Cooperative, 8) Resolution to Award the Office Supplies Contract through the E&I Cooperative Services Purchasing Cooperative, 9) Resolution Authorizing of the Parking Authority Contract Renewal for Campus Parking, 10) Renewal of College's Campus-Wide Software License Agreement for FY19, 11) Resolution to Approve Hudson County Community College Website Redesign Budget, 12) Resolution to Authorize Participation in the Educational Services Commission of New Jersey Cooperative (ESCNJ), 13) Resolution to Award the

Apple computer products and services contract through the Educational Services Commission of New Jersey Cooperative (ESCNJ), 14) New Dell Computers for the Criminal Justice Department and Business Labs (Journal Square), 15) Resolution to Award Contract to Bloomberg Finance L.P. for Bloomberg Terminal Software for the Business Labs at the Jersey City campus, 16) Resolution to Award Transportation Contract to Trans-Ed, Inc., 17) Resolution Authorizing the Purchase of a Subscription to Retention & Career Services Management Software for Student Use, and 18) Resolution to Award third party collection service contracts to Transworld Systems, Inc. and Allied Account Services, Inc.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Karen Fahrenholz

**DATE:** August 14, 2018

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

9 Ayes..... 0 Nay

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

Jennifer Daley  
Signature of Recorder

8-14-18  
Date



HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

**REPORTS/BACKGROUND**

| <u>Name</u>   | <u>Title</u>                             | <u>Effective Date</u> |
|---------------|--|-----------------------|
| John DeLooper | Director of Library Technology           | 8/26/2018             |
| <u>Name</u>   | <u>Title</u>                             | <u>Effective Date</u> |
| Tieka Harris  | Director of Educational Opportunity Fund | 7/31/2018             |
| <u>Name</u>   | <u>Title</u>                             | <u>Effective Date</u> |
| Nicole Lesko  | Counselor, Advisement & Counseling       | 7/27/2018             |

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

**2. APPOINTMENT OF FACULTY**

**REPORTS/BACKGROUND**

| <u>Name</u>  | <u>Title</u>                        | <u>Effective Date</u> | <u>Annual Salary</u>       |
|--------------|-------------------------------------|-----------------------|----------------------------|
| Eric Adamson | Tenure Track Instructor,<br>English | 8/15/2018             | \$44,217.00<br>(pro-rated) |

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

| <u>Name</u>  | <u>Title</u>                                  | <u>Effective Date</u> | <u>Annual Salary</u>       |
|--------------|---|-----------------------|----------------------------|
| Gihan Nakhla | Tenure Track Instructor,<br>Medical Assisting | 8/15/2018             | \$44,217.00<br>(pro-rated) |

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

| <u>Name</u> | <u>Title</u>                                  | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-------------|---|-----------------------|----------------------------|
| Gilda Reyes | Tenure-Track Instructor,<br>Romance Languages | 8/15/2018             | \$44,217.00<br>(pro-rated) |

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

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

### 3. APPOINTMENT OF STAFF

#### REPORTS/BACKGROUND

| <u>Name</u>     | <u>Title</u>         | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-----------------|----------------------|-----------------------|----------------------------|
| Mohammed Ansari | Senior PC Technician | 8/15/2018             | \$45,000.00<br>(pro-rated) |

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

| <u>Name</u> | <u>Title</u>                       | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-------------|------------------------------------|-----------------------|----------------------------|
| Aya Badr    | Biology & Chemistry Lab Technician | 8/20/2018             | \$30,000.00<br>(pro-rated) |

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

| <u>Name</u>     | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-----------------|--------------|-----------------------|----------------------------|
| Jonathan Bowman | Counselor    | 8/15/2018             | \$48,000.00<br>(pro-rated) |

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

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-------------|--------------|-----------------------|----------------------------|
| James Cox   | Librarian    | 9/4/2018              | \$47,000.00<br>(pro-rated) |

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

| <u>Name</u>     | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-----------------|--------------|-----------------------|----------------------------|
| Ricardo Janvier | Counselor    | 8/15/2018             | \$48,000.00<br>(pro-rated) |

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

| <u>Name</u> | <u>Title</u>                    | <u>Effective Date</u> | <u>Annual Salary</u>       |
|-------------|---------------------------------|-----------------------|----------------------------|
| Aisha Javed | Student Financial Aid Assistant | 8/15/2018             | \$30,600.00<br>(pro-rated) |

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

| <u>Name</u>          | <u>Title</u>   | <u>Effective Date</u> | <u>Annual Salary</u>       |
|----------------------|--|-----------------------|----------------------------|
| Kathleen Meehan-Hart | Lecturer/Clinical Specialist,<br>Maternal and Child Care | 8/15/2018             | \$65,000.00<br>(pro-rated) |

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

| <u>Name</u>      | <u>Title</u>      | <u>Effective Date</u> | <u>Annual Salary</u>       |
|------------------|-------------------|-----------------------|----------------------------|
| Kenneth Melewski | Help Desk Manager | 8/15/2018             | \$55,000.00<br>(pro-rated) |

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

| <u>Name</u> | <u>Title</u>  | <u>Effective<br/>Date</u> | <u>Annual<br/>Salary</u>   |
|-------------|---------------|---------------------------|----------------------------|
| Colin Moore | PC Technician | 8/15/2018                 | \$32,000.00<br>(pro-rated) |

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

| <u>Name</u>            | <u>Title</u>                      | <u>Effective<br/>Date</u> | <u>Annual<br/>Salary</u>   |
|------------------------|-----------------------------------|---------------------------|----------------------------|
| Kathleen Smith-Wenning | Director, Health Related Programs | 8/15/2018                 | \$75,000.00<br>(pro-rated) |

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

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

#### 4. TEMPORARY FULL-TIME ASSIGNMENT

##### REPORTS/BACKGROUND

| <u>Name</u>    | <u>Title</u>                 | <u>Effective<br/>Date</u> | <u>Annual<br/>Salary</u>   |
|----------------|------------------------------|---------------------------|----------------------------|
| Salim Bendaoud | Interim Associate Dean, STEM | 7/1/2018<br>12/31/2018    | \$90,000.00<br>(pro-rated) |

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

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

#### 5. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

##### REPORTS/BACKGROUND

| <u>Name</u> | <u>Title</u>    | <u>Effective<br/>Date</u> | <u>Annual<br/>Salary</u>   |
|-------------|-----------------|---------------------------|----------------------------|
| Angela Addy | Instructor, ESL | 8/15/2018<br>12/19/2018   | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>  | <u>Title</u>    | <u>Effective<br/>Date</u> | <u>Annual<br/>Salary</u>   |
|--------------|-----------------|---------------------------|----------------------------|
| Sasha Bakula | Instructor, ESL | 8/15/2018<br>12/19/2018   | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>     | <u>Title</u>        | <u>Effective<br/>Date</u> | <u>Annual<br/>Salary</u>   |
|-----------------|---------------------|---------------------------|----------------------------|
| Jeanne Baptiste | Instructor, English | 8/15/2018<br>12/19/2018   | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>    | <u>Title</u>            | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|----------------|-------------------------|-------------------------|----------------------------|
| Rachid Bouayad | Instructor, Mathematics | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>          | <u>Title</u>        | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|----------------------|---------------------|-------------------------|----------------------------|
| Mohammad Suhail Butt | Instructor, Biology | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>       | <u>Title</u>          | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|-------------------|-----------------------|-------------------------|----------------------------|
| Carlos Abel Gomez | Instructor, Chemistry | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>        | <u>Title</u>        | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|--------------------|---------------------|-------------------------|----------------------------|
| Paula Jones-Watson | Instructor, English | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>    | <u>Title</u>              | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|----------------|---------------------------|-------------------------|----------------------------|
| Victor Moruzzi | Instructor, Culinary Arts | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>  | <u>Title</u>                                | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|--------------|---|-------------------------|----------------------------|
| Sibyl Ponder | Instructor, Academic Foundations<br>English | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

| <u>Name</u>       | <u>Title</u>                 | <u>Effective Date</u>   | <u>Annual Salary</u>       |
|-------------------|------------------------------|-------------------------|----------------------------|
| Nicholetta Prince | Instructor, Criminal Justice | 8/15/2018<br>12/19/2018 | \$22,108.50<br>(pro-rated) |

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

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

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: AUGUST 14, 2018 – DECEMBER 19, 2018.**

**NEW PART TIME HIRES**

| LAST NAME | FIRST NAME | DEPARTMENT           | TITLE              | POSITION ID   | SUPERVISOR |
|-----------|------------|----------------------|--------------------|---------------|------------|
| CONTLA    | HAIDE      | AVP ACADEMIC AFFAIRS | OFFICE ASSISTANT   | OFFAST-101005 | C. WAHL    |
| PATIL     | HARSHAL    | ITS                  | ISTR LAB ASSISTANT | ISTLAB-253025 | D. PEREZ   |



|           |             |                         |                          |                |                  |
|-----------|-------------|-------------------------|--------------------------|----------------|------------------|
| MEHIRICHI | IBTISSAM    | EOF                     | PEER COUNSELOR           | PEERCN-150520  | T. HARRIS        |
| RIBAS     | BRIAN       | DEAN OF INSTRUCTION     | OFFICE ASSISTANT         | OFFAST-101014  | J. MARLIN        |
| RAMIREZ   | JENNIFER    | FINANCE                 | PT ACCT REC/BURSAR CLERK | PTACBUR-253015 | L. LANG          |
| BRYANT    | SARAH       | LIBRARY                 | PT LIBRARY ASSOCIATE     | PTLRASO-150510 | D. HARDGROVE     |
| CHAVARRIA | CHRISTOPHER | LIBRARY                 | PT LIBRARY ASSOCIATE     | PTLRASO-150510 | D. HARDGROVE     |
| MAZZEI    | PETER       | LIBRARY                 | PT LIBRARIAN             | PTLRN-150510   | D. HARDGROVE     |
| ROMULUS   | KIMBERLY    | LIBRARY                 | PT LIBRARY ASSOCIATE     | PTLRASO-150510 | D. HARDGROVE     |
| SORIANO   | LESLIE      | LIBRARY                 | PT LIBRARY ASSOCIATE     | PTLRASO-150510 | D. HARDGROVE     |
| ZAMBRANO  | KATHERINE   | LIBRARY                 | PT LIBRARY ASSOCIATE     | PTLRASO-150510 | D. HARDGROVE     |
| HAMZA     | OMAR        | ENROLLMENT SERVICES     | PT OFFICE ASSISTANT      | OFFAST-200525  | S. BULLOCK       |
| LEMA      | ADAM        | GRANTS                  | OFFICE ASSISTANT         | OFFAST-601084  | J. LOWE          |
| TURNER    | BRIDGET     | GRANTS                  | ACADEMIC COACH           | GRATUT-601021  | P. BANDYOPADHYAY |
| PEREZ     | KIMBERLY    | FAC & STAFF DEVELOPMENT | PT STUDENT ASSISTANT     | STUAST-252005  | L. WILLIAMS      |
| ORBACH    | RYAN        | HUMANITIES              | OFFICE ASSISTANT         | OFFAST-101021  | P. CAFASO        |
| WARREN    | DERMEL      | CTR FOR BUS & IND       | PT INSTRUCTOR            | PTINST-103005  | C. MIRASOL       |
| MERLINO   | ADELE       | CONTINUING EDUCATION    | PT INSTRUCTOR            | PTINST-102010  | C. MIRASOL       |

#### **CONTINUING PART TIME HIRES**

| <b>LAST NAME</b> | <b>FIRST NAME</b> | <b>DEPARTMENT</b>     | <b>TITLE</b>        | <b>POSITION ID</b> | <b>SUPERVISOR</b> |
|------------------|-------------------|-----------------------|---------------------|--------------------|-------------------|
| ALVERNA          | RUBADAU           | LEAP                  | PT LEAP COORDINATOR | PTCORLP-101005     | J. RODRIGUEZ      |
| GARCIA           | RAUL              | EOF                   | PT TUTOR            | TUTOR-603038       | T. HARRIS         |
| TELLEZ           | BIANELLY          | EOF                   | PT TUTOR            | TUTOR-603038       | T. HARRIS         |
| OSORIO           | CHRISTOPHER       | ITS                   | PT INSTR LAB ASSIST | ISTLAB-253025      | D. PEREZ          |
| ASJAD            | NAIMA             | ADJ ACADEMIC SUP SVCS | SI LEADER           | SILEAD-150505      | P. BANDYOPADHYAY  |
| ASJAD            | NAIMA             | ADJ ACADEMIC SUP SVCS | TUTOR               | TUTOR-150505       | P. BANDYOPADHYAY  |
| KANTER           | DEBORAH           | ADJ ACADEMIC SUP SVCS | TUTOR               | TUTOR-150505       | P. BANDYOPADHYAY  |
| ASJAD            | NAIMA             | GRANTS                | PUP TUTOR           | TUTOR-601084       | P. BANDYOPADHYAY  |
| CANIGLIA         | JOSEPH            | GRANTS                | ACADEMIC COACH      | GRATUT-601021      | P. BANDYOPADHYAY  |



|                        |         |                         |                  |                |                     |
|------------------------|---------|-------------------------|------------------|----------------|---------------------|
| DELGADO                | CLAUDIA | GRANTS                  | ACADEMIC COACH   | GRATUT-601021  | P.<br>BANDYOPADHYAY |
| MITTLEMAN              | MARC    | GRANTS                  | ACADEMIC COACH   | GRATUT-601021  | P.<br>BANDYOPADHYAY |
| NASRI                  | SOUMEYA | GRANTS                  | ACADEMIC COACH   | GRATUT-601021  | P.<br>BANDYOPADHYAY |
| CHITTY                 | SHAWN   | BUS, CUL & HOSP         | RECEIVING CLERK  | RECLERK-101030 | P. DILLON           |
| ACOSTA                 | ADAEL   | CONTINUING<br>EDUCATION | PT INSTRUCTOR    | PTINST-102010  | C. MIRASOL          |
| WARREN                 | DERMEL  | CONTINUING<br>EDUCATION | PT INSTRUCTOR    | PTINST-102010  | C. MIRASOL          |
| ALVERANGA<br>(PACHECO) | AJA     | ENGLISH & ESL           | OFFICE ASSISTANT | OFFAST-101040  | E. NESIUS           |

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

**7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS FALL 2018.**

| <b>LAST NAME</b> | <b>FIRST NAME</b> | <b>DEPARTMENT</b>                  |
|------------------|-------------------|------------------------------------|
| BLECKMAN         | SANDRA            | BUSINESS, CULINARY AND HOSPITALITY |
| KAYAFAS          | SOPHIA            | HSS                                |
| JORDAN           | JOSHUA M.         | HSS                                |
| GALLO            | LOUIS             | HSS                                |
| DAY              | MARGUERITE        | HSS                                |
| CHAVEZ           | MARIELLA          | HSS                                |
| GALANO           | JOSEPH            | HSS                                |
| PRUITT           | LASHAWN           | HSS                                |
| WOOD             | MARJORIE          | HSS                                |
| BRACH            | KATHLEEN          | NURSING AND ALLIED HEALTH          |
| SCOTT-DOWNING    | HAZEL             | NURSING AND ALLIED HEALTH          |
| SIMMONS          | MICHELE N.        | NURSING AND ALLIED HEALTH          |
| EMEFIEH          | IFESONYE          | NURSING AND ALLIED HEALTH          |
| FAYIGA           | ABIOYE            | STEM                               |
| TERRY            | RONALD            | STEM                               |
| OSEMWOTA         | ISOKEN            | STEM                               |

**RECOMMENDATION:** *The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Fall FY 2018 listed above as Personnel Recommendation Item No 7.*

**8. RESOLUTION AUTHORIZING STIPEND FOR MICHAEL VAUGHN**

**WHEREAS**, *this stipend is for additional responsibilities associated with social media and texting in support of College enrollment, which are not part of Michael's job description; these activities provide enhanced service and communication to our students who benefit from having 24/7 access to an Admissions Recruiter via Facebook and texting; and*

**WHEREAS**, *the Enrollment Services Office has increased its use of Social Media through the HCCC Admissions Facebook page, boosted posts, and 24/7 responses to Facebook messages by having Michael Vaughn manage the Admissions Facebook page outside of normal working hours; and*

**WHEREAS**, the Enrollment Services Office now communicates with prospective and current students via text and uses Michael Vaughn's texting number in public facing materials; Michael responds to texts outside of normal working hours; and

**WHEREAS**, the Enrollment Services Office now publishes on the campus TV monitors various flyers, promotions, and announcements, and Michael monitors the timely publishing and expiration of such information; and

**WHEREAS**, the College would like to recommend that Michael Vaughn receive a stipend not to exceed \$5000 during FY19, in recognition of the additional duties performed.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approves the recommendation of the President, the Administration and the Personnel Committee as outlined above.

**9. RESOLUTION AUTHORIZING STIPEND FOR ALEXA RIANO**

**WHEREAS**, the College is in the midst of preparing its self-study report for Middle States accreditation; and

**WHEREAS**, Alexa Riano is serving in an enhanced capacity by providing a centralized clearinghouse for all of the College's accreditation documents, coordinating the editing processes of said documents, and hyper-linking all appendix documents to the master document; and

**WHEREAS**, Alexa's past experience has enabled her to organize complex accreditation documents and manage complex projects; and

**WHEREAS**, Alexa will play an important role in transitioning knowledge and responsibilities for Middle States accreditation with the resignation of Dr. Paula Pando; and

**WHEREAS**, the College would like to recommend that Alexa Riano receives a stipend of \$500 per month from 07/01/2018 to 02/28/2019, in recognition of additional and essential duties performed; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approves the recommendation of the President, the Administration and the Personnel Committee as outlined above.

**10. RESOLUTION AUTHORIZING A CONSULTANT FOR SEARCH COMMITTEE TRAINING AND UPDATED RECRUITMENT PROCEDURES.**

**WHEREAS**, the College desires improvement recruitment processes with the goal to hire and retain an excellent workforce and ensure the College is a model employer as stated in the "Organizational Development and Accountability" 2016-2021 Strategic Plan; and

**WHEREAS**, the College has identified the need to improve Search Committees in regards to recruitment practices and procedures; and

**WHEREAS**, the College has agreed to partner with Amanda Shaffer, from the Higher Education Recruitment Consortium (HERC), to conduct training and presentations through the Implicit Bias Search Committee Course; and

**WHEREAS**, Amanda Shaffer, who is a Gestalt Professional Certified Coach (GPCC) and is ACCC-certified, is a professional coach and consultant with over 15 years of experience, a founding member of the Ohio Diversity Officers Collaborative, serves on the nonprofit National Advisory Board for HERC, and was instrumental in the writing and design of the HERC Search Committee videos; and



**NOW, THEREFORE, BE IT RESOLVED** the President, Administration, and Personnel Committee recommend that Amanda Shaffer provide consulting services for search committee training and updated recruitment procedures at the rate of \$2,400.00 per day plus travel and that this engagement begin August 14<sup>th</sup> and end September 30<sup>th</sup> and that the total compensation not exceed \$7,500.00.

**11. RESOLUTION AUTHORIZING A CONSULTANT FOR GRANT WRITING AND EDITING SERVICES**

**WHEREAS**, the College desires to be eligible for grants provided through the New Jersey Department of Higher Education Community College Opportunity grant competition; and

**WHEREAS**, the College has identified the need to secure the services of a grant writer and editor to submit the application before the deadline of September 30, 2018; and

**WHEREAS**, the College has agreed to partner with Ruddys Andrade, a Grants writer and editor with over 20 years' experience as a grant writer in Higher Education; and

**WHEREAS**, Mr. Andrade will be responsible for proofing, writing and editorial technical assistance and will provide a final draft of the grant at least three days prior to the deadline; and

**NOW, THEREFORE, BE IT RESOLVED** the President, Administration, and Personnel Committee recommend that Ruddys Andrade provide consulting services and that this engagement begin August 1st and end September 30<sup>th</sup> and that the total compensation not exceed \$15,000.00.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-11**: (1) Resignations (2) Appointment of Faculty (3) Appointment of Staff (4) Temporary Full-Time Assignment (5) Temporary Full-Time Faculty Assignments (6) Appointment of Additional New and Continuing Part-Time Hires (7) Appointment of Additional New Hire Adjuncts Fall 2018 (8) Resolution Authorizing Stipend for Michael Vaughn (9) Resolution Authorizing Stipend for Alexa Riano (10) Resolution Authorizing a Consultant for Search Committee Training and Updated Recruitment Procedures and (11) Resolution for Authorizing the Engagement of a Consultant for Grant Writing and Editing .

**INTRODUCED BY:** Joanne Kosakowski

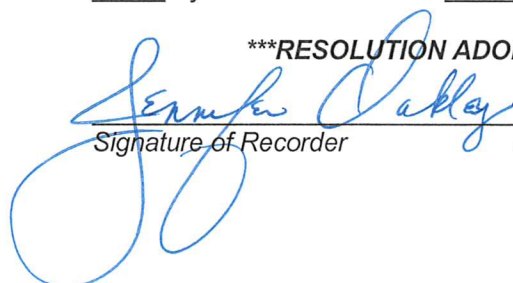
**SECONDED BY:** Pamela Gardner

**DATE:** August 14, 2018

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

9 Ayes..... 0 Nay

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

 8-14-18  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018**

**X. NEW BUSINESS**

1. ***Public Review - Hudson County Community College – Carl D. Perkins Audit July 1, 2015 through June 30, 2016. (See Attachment A – New Business)***

**ATTACHMENT A**  
**X. NEW BUSINESS**

**STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
PO BOX 500  
TRENTON, NJ 08625-0500**

**HUDSON COUNTY COMMUNITY COLLEGE  
70 SIP AVENUE  
JERSEY CITY, NJ 07306  
PHONE: (201) 714-7100**

**REPORT ON EXAMINATION  
CARL D. PERKINS AUDIT  
FOR THE PROJECT PERIOD:  
JULY 1, 2015 TO JUNE 30, 2016**

DISTRICT: Hudson County Community College  
COUNTY: Hudson

AUTHORIZED REPRESENTATIVE: Chris Reber  
PROGRAM DIRECTOR: Dayneesa McMillan

PERSONS CONTACTED:  
Sean Kerwick, Grants Officer  
Nydia James, Secretary, Grants Department  
Dayneesa McMillan, Assistant Controller  
Evidence Thomas, Accountant, Finance Department

**FUNDING SOURCE(S):**

| GRANT                            | AWARD                |
|----------------------------------|----------------------|
| POSTSECONDARY - #POSTSEC 7116-16 | \$ 459,414.00        |
| <b>TOTAL</b>                     | <b>\$ 459,414.00</b> |



**HUDSON COUNTY COMMUNITY COLLEGE  
CARL D. PERKINS POSTSECONDARY GRANT  
FISCAL YEAR 2015-2016**

**BACKGROUND**

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins Act) require grantees to provide programs and services to secondary and postsecondary students based on the authorizing statutes contained therein. The law further requires that state education agencies such as the New Jersey Department of Education (NJDOE) monitor the implementation of federal programs by sub-recipients and determine whether the funds are being used by the grantees for their intended purpose as well as achieving the overall objectives of the funding initiatives.

**FINDINGS AND RECOMMENDATIONS**

- 1. Expenditures charged to the Perkins grant totaling \$67,286.27 were not deemed to be necessary or reasonable for administration of the program as required by federal cost principles.**

During the audit, Hudson County Community College (HCCC) provided documentation to support various FY 2015-2016 Perkins grant expenditures. In some instances, however, the records failed to demonstrate that the costs were *allocable* to the Federal award and to establish a reasonable connection to one or more HCCC career and technical education (CTE) programs approved by the department. The following is a summary of the questioned costs identified:

- Project L.E.A.P. (Learning Enables All Possibilities) is a partnership between HCCC and area high schools which affords high school juniors and seniors the opportunity to earn college-level credits in a "...variety of general education courses..." HCCC used Perkins funds to cover the L.E.A.P. Coordinator's compensation and related fringe benefits as recapped below:

| Description   | Amount<br>Disallowed |
|---|----------------------|
| Salary  | \$ 41,616.00         |
| Fringe benefits   | 22,359.24            |
| Subtotal – L.E.A.P. Coordinator                         | \$ 63,975.24         |
| Stipend – Workshop attendance on 6/3/2016 and 6/10/2016 | 678.36               |
| Fringe benefits   | 51.90                |
| Subtotal – Professional Development                     | 730.26               |
| Total   | \$ 64,705.50         |

HUDSON COUNTY COMMUNITY COLLEGE  
CARL D. PERKINS POSTSECONDARY GRANT  
FISCAL YEAR 2015-2016

FINDINGS AND RECOMMENDATIONS

- Girls in Technology Symposium (GITS) is an annual "...event designed to provide approximately 200 middle and high-school students with first-hand information on Science, Technology, Engineering, and Mathematics (STEM) studies and careers from educators and women working in STEM fields." HCCC hosted the Third Annual GITS and spent Perkins funds totaling \$2,580.77 to pay 19 workshop leaders stipends of \$135.83 each.

Section 135 (b)(1) of the Carl D. Perkins Career and Technical Education Improvement Act of 2006 specifies that funds made available to eligible recipients . . . shall be used to support career and technical education programs that strengthen the academic and career and technical skills of students participating in career and technical education programs. Perkins funds awarded to Institutions of Higher Education must be used for postsecondary students enrolled in programs meeting said requirement. Conversely, the use of postsecondary funding to support secondary educational programs contravenes this legislative provision.

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 C.F.R. § 200.403 sets forth general criteria in order for costs to be considered allowable. Of note, 2 C.F.R. § 200.403 (a) stipulates that costs must be *necessary* and *reasonable* for the performance of the Federal award. Costs incurred for services not attributable to CTE programs and unrelated to the population of post-secondary CTE students violate this necessary provision and as such, are not allocable to the federal program. Section 200.405 clarifies that a cost is allocable to a particular cost objective if the goods or services are chargeable or assignable to such cost objective in accordance with relative benefits received.

The aforementioned expenditures are not deemed to be allowable or reasonable for the proper and efficient performance and administration of Perkins award as set forth by the Federal cost principles. Accordingly, HCCC must remit the sum of \$67,286.27 (\$64,705.50 + \$2,580.77) to the SEA for these disallowed costs (refer to the Schedule of Audit Recovery Due to State Education Agency (SEA) at the end of this report).

Recommendation

HCCC must ensure that expenses charged to the Perkins grant are allowable and support authorized program activities.

**2. HCCC did not liquidate an obligation of Perkins grant funds in a timely manner.**

The audit disclosed HCCC issued voucher number V0138117 dated June 30, 2016 in the amount of \$197.86 to compensate a non-employee to attend a workshop. HCCC paid the voucher on October 14, 2016, after the September 30, 2016 liquidation date for all FY 2015-2016 Perkins grant funds.

EDGAR, 34 C.F.R. § 75.703 stipulates a grantee may use grant funds only for obligations it makes during the grant period. In addition, UGG, 2 C.F.R. § 200.343(b) stipulates that unless the Federal



HUDSON COUNTY COMMUNITY COLLEGE  
CARL D. PERKINS POSTSECONDARY GRANT  
FISCAL YEAR 2015-2016

FINDINGS AND RECOMMENDATIONS

awarding agency or pass-through entity authorizes an extension, a non-Federal entity must liquidate all obligations incurred under the Federal award not later than 90 calendar days after the end date of the period of performance as specified in the terms and conditions of the Federal award.

Accordingly and as stated in the "Activity Timeline" in the Guidelines, all Perkins funds are required to be obligated by June 30 and liquidated by September 30 of each project period.

Recommendation

HCCC must obligate/liquidate Perkins funds in accordance with department guidelines and the UGG, 2 C.F.R. § 200.343(b).

**3. Inventory records were not maintained as prescribed and equipment was not properly labeled.**

The examination disclosed that the HCCC failed to maintain proper records of equipment purchased with Perkins grant funds. Specifically, the master inventory records did not contain all of the prescribed information, nor was the equipment properly labeled, as required under Section 7.10, page 22, of the Guidelines.

UGG, 2 C.F.R. § 200.313(d), requires recipients, like HCCC, to implement procedures for managing equipment that, as a minimum, meet the following requirements:

- (1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- (2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- (3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- (4) Adequate maintenance procedures must be developed to keep the property in good condition.

The Guidelines, Section 7.9, page 21, refers grantees to the department's General Federal Entitlement Grant Guidance for a complete description of equipment and related requirements, including the requirements for asset labeling and inventory tracking.

**HUDSON COUNTY COMMUNITY COLLEGE  
CARL D. PERKINS POSTSECONDARY GRANT  
FISCAL YEAR 2015-2016**

**FINDINGS AND RECOMMENDATIONS**

**Recommendation**

The HCCC must maintain an inventory listing of all Perkins grant and federally-funded equipment that is in compliance with federal and state regulations.

**4. Certain expenditures were posted to inappropriate line items on the HCCC's Final Report (FR) for FY 2015-2016.**

A reconciliation of actual expenditures incurred by HCCC during the FY 2015-2016 project period to the HCCC's FR disclosed a number of expenditure category misclassifications; refer to the examples below:

| Description                           | Incorrect Line Item  | Correct Line Item  |
|---------------------------------------|--|--|
| Room rental                           | Instructional purchased prof. and tech. services (100-300) | Purchased property services (200-400)                          |
| Equipment components and installation | Instructional supplies and materials (100-600)             | Instructional equipment (400-731)                              |
| Workshop speaker                      | Non-instructional other purchased services (200-500)       | Non-instructional purchased prof. and tech. services (200-300) |

Section 8.2, page 24 of the Guidelines requires the following:

All eligible recipients prepare budgets and submit expenditure reports in accordance with a minimum chart of accounts consistent with the Financial Accounting for Local and State School Systems (Handbook 2R2). Grantees must use the coding of accounts consistent with the Generally Accepted Accounting Principles . . . The coding system creates a common language for recording, reporting, and controlling the financial activities of eligible recipients.

**Recommendation**

HCCC must improve the procedures used to categorize expenditures related to the Perkins program to ensure conformity with the Guidelines.

**5. HCCC did not ensure compliance with certain departmental guidelines while administering the grant.**

In addition to the preceding findings, it was determined HCCC failed to comply with certain implementing regulations and program specific requirements of the Guidelines.

- Purchase orders were issued without including all of the required information, such as classification and instructional program codes and the intended location of equipment, personal computers and/or other portable devices. [Guidelines, 8.3.3, page 26]

HUDSON COUNTY COMMUNITY COLLEGE  
CARL D. PERKINS POSTSECONDARY GRANT  
FISCAL YEAR 2015-2016

FINDINGS AND RECOMMENDATIONS

- Room rental expenses attributable to an unapproved expenditure category were charged without filing an amendment application and certain program costs were allocated to the wrong line item. [Guidelines, 8.4, page 28]

EDGAR, 34 C.F.R. § 76.700 requires a sub-grantee, like HCCC, to comply with the State plan and applicable statutes, regulations, and approved applications, and to use Federal funds in accordance with those statutes, regulations, plan and applications.

Recommendation

HCCC must implement procedures to ensure personnel assigned to administer the Perkins grant comply with the program specific requirements applicable to each project period.



HUDSON COUNTY COMMUNITY COLLEGE  
CARL D. PERKINS POSTSECONDARY GRANT  
FISCAL YEAR 2015-2016

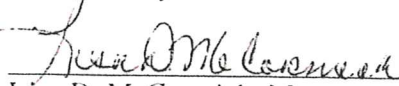
SCHEDULE OF RECOVERY DUE TO SEA

| <u>Audit Finding</u>      | <u>Recovery</u>     |
|---------------------------|---------------------|
| Number One                | \$ 67,286.27        |
| Number Two                | <u>197.86</u>       |
| Total Recovery Due to SEA | <u>\$ 67,484.13</u> |

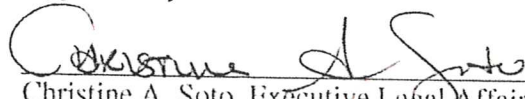
The check is to be made payable to "Treasurer, State of New Jersey" and mailed with the corrective action plan to the following address:

Christine A. Soto  
Executive Legal Affairs Officer and Acting OFAC Director  
Office of Fiscal Accountability and Compliance  
State of New Jersey  
Department of Education  
PO Box 500  
Trenton, NJ 08625-0500

Submitted by:

  
\_\_\_\_\_  
Lisa D. McCormick, Manager  
Office of Fiscal Accountability and Compliance

Approved by:

  
\_\_\_\_\_  
Christine A. Soto, Executive Legal Affairs Officer  
Acting Director, Office of Fiscal Accountability and Compliance

Auditor

Kathryn Holbrook

State of New Jersey  
Department of Education  
Office of Fiscal Accountability and Compliance

PROCEDURES FOR LEA/AGENCY  
AUDIT RESPONSE CORRECTIVE ACTION PLAN AND APPEAL PROCESS

**Board of Directors Response:**

The LEA/Grantee is required to develop and submit to a corrective action plan to NJDOE, following receipt a report of examination that indicates noncompliance detected through a monitoring visit or fiscal audit, as provided for by Section E of the department's Perkins One-Year Grant Application Guidelines.

**Corrective Action Plan:**

The corrective action plan is to be used when the LEA/Grantee is in agreement with any of the findings. To contest a finding, the appeal process must be used. After the appeal is settled, a corrective action plan must be filed for any finding upheld during the appeal process.

The corrective action plan must be prepared by completing the attached form. The LEA/Grantee must submit the following information:

- Recommendation number
- Corrective action (approved by the board)
- Method of implementation
- Person responsible for implementation
- Completion date of implementation

If the corrective action plan is acceptable, a letter will be sent to the LEA/Grantee indicating that it has been accepted.

If the corrective action plan is not acceptable, a letter will be sent to the LEA/Grantee indicating whether further clarification is required or further action is necessary.

**Appeal Process:**

The appeal process is used to contest disputed findings.

Within 10 days of the board's adoption of the resolution approving an appeal of the findings of the audit or investigation, a written request by the LEA/Grantee to review the disputed finding(s), recommendation(s), or questioned costs must be submitted to the OFAC Director. The Request for Appeal must indicate the finding(s) in question.

Appeal Process (cntd):

The Request for Appeal must be in writing and the LEA/Grantee must present any supporting documentation for the appeal. Subsequent to the submission of the Request for Appeal, the OFAC Director will issue a written decision.

If the final determination made by the Director, is still unsatisfactory to the LEA/Grantee, the LEA/Grantee may file a Petition of Appeal pursuant to N.J.A.C. 6A:3-1.3.

The Director, Office of Fiscal Accountability and Compliance will issue a written decision. If the final determination made by the Director is still unsatisfactory, the LEA/Grantee may file a Petition of Appeal pursuant to N.J.A.C. 6A:3-1.3.



NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE  
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT \_\_\_\_\_

COUNTY \_\_\_\_\_

TYPE OF EXAMINATION \_\_\_\_\_

DATE OF BOARD MEETING \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

| RECOMMENDATION<br>NUMBER | CORRECTIVE<br>ACTION REQUIRED<br>BY THE BOARD | METHOD OF<br>IMPLEMENTATION | PERSON<br>RESPONSIBLE FOR<br>IMPLEMENTATION | COMPLETION<br>DATE OF<br>IMPLEMENTATION |
|--------------------------|---|-----------------------------|---|---|
|                          |   |                             |   |   |

CHIEF SCHOOL ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR \_\_\_\_\_

DATE \_\_\_\_\_

HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
August 14, 2018

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:50 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: August 14, 2018

|                          |        |
|--------------------------|--------|
| Callahan, Kevin          | ABSENT |
| Fahrenholz, Karen        | AYE    |
| Gardner, Pamela          | AYE    |
| Kenny, Roberta           | AYE    |
| Kosakowski, Joanne       | AYE    |
| Lee, Bakari              | AYE    |
| Peña, Jeanette           | AYE    |
| Sires, Adrienne          | AYE    |
| Stahl, Harold            | AYE    |
| Netchert, William, Chair | AYE    |

9 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

8-14-18  
Date