

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue
Jersey City, NJ 07306
4:00 P.M.
Regular Meeting--Board of Trustees

September 10, 2019

AGENDA

- | | |
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| I. CALL TO ORDER - FLAG SALUTE | <i>Mr. Netchert</i> |
|
II. ROLL CALL AND RECOGNITION OF VISITORS | |
| <p>Trustees:
 Kevin Callahan
 Karen Fahrenholz, Secretary/Treasurer
 James Fife, Trustee Emeritus
 Pamela Gardner
 Alexandra Kehagias – Student Alumni Representative
 Roberta Kenny
 Joanne Kosakowski
 Bakari Lee, Vice Chair
 William Netchert, Chair
 Jeanette Peña
 Christopher Reber, President
 Silvia Rodriguez
 Harold Stahl</p> | |
|
III. CLOSED SESSION 4:00 – 5:00 P.M. | |
| IV. COMMENTS FROM THE PUBLIC | <i>Mr. Netchert</i> |
|
V. REPORTS | |
| 1. Student Government Association President's Report
2. All College Council President's Report
3. President's Report
a. Hudson Helps | <i>Warren Rigby
 Lauren Drew
 Dr. Reber
 Lisa Dougherty
 Dr. David Clark</i> |
|
VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS | |
| 1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts | <i>Dr. Reber</i> |
| VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS | <i>Dr. Reber</i> |
| VIII. PERSONNEL RECOMMENDATIONS | <i>Dr. Reber</i> |
| IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS | <i>Dr. Reber</i> |
| X. NEW BUSINESS | <i>Mr. Netchert</i> |
| XI. ADJOURNMENT | <i>Mr. Netchert</i> |

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin Callahan	<u>PRESENT</u> (Via conference call)
Karen A. Fahrenholz	<u>PRESENT</u>
Pamela E. Gardner	<u>PRESENT</u>
Alexandra Kehagias, Student Alumni Representative, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u> (Via conference call)
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u> (Via conference call)
Christopher Reber - President, ex officio	<u>PRESENT</u>
Silvia Rodriguez	<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, and 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.

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
September 10, 2019**

III. CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 23; P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and,

WHEREAS, this public body is of the opinion that such circumstances presently exist;

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

- 1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s);
- 2) the general nature of such matter(s) to be discussed is as follows: personnel matters
- 3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;
- 4) this resolution shall take effect immediately.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

RESOLUTION ADOPTED

 9-10-19
Signature of Recorder Date

Motion to Return to Open Session – 5:03 P.M.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 9-10-19
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

IV. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

V. REPORTS

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of August 13, 2019 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 August 13, 2019.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has received the following grant awards:

TITLE: Scaling Apprenticeships through Sector-Based Strategies Grant Program and Project Summaries (Advanced Manufacturing)

AGENCY: U.S. Department of Labor

PURPOSE OF GRANT: Scaling Apprenticeships will promote the large-scale expansion of apprenticeships across the nation by supporting the training of thousands of apprentices in new or expanded programs and by assisting partners in their efforts to create and scale the new or expanded apprenticeship programs. This grant program will also increase apprenticeship opportunities for all Americans, particularly veterans, military spouses and those individuals currently underrepresented in existing apprenticeship programs. The grant is a partnership with County College of Morris and is focused on the advanced manufacturing sector.

COLLEGE ADMINISTRATORS: Lori Margolin

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$297,500 over 4 years

TITLE: Scaling Apprenticeships through Sector-Based Strategies Grant Program and Project Summaries (Healthcare)

AGENCY: U.S. Department of Labor

PURPOSE OF GRANT: Scaling Apprenticeships will promote the large-scale expansion of apprenticeships across the nation by supporting the training of thousands of apprentices in new or expanded programs and by assisting partners in their efforts to create and scale the new or expanded apprenticeship programs. This grant program will also increase apprenticeship opportunities for all Americans, particularly veterans, military spouses and those individuals currently underrepresented in existing apprenticeship programs. The grant is a partnership with Bergen Community College and is focused on the healthcare sector.

COLLEGE ADMINISTRATORS: Lori Margolin

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$607,940 over 4 years

RESOLUTION:

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

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 9-10-19
Signature of Recorder Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
August 13, 2019**

MINUTES

PRESENT: Karen Fahrenholz; Pamela Gardner; Alexandra Kehagias, Student Alumni Representative (ex officio); Joanne Kosakowski; William Netchert; Jeanette Peña; Christopher Reber (ex officio); Silvia Rodriguez; and Harold Stahl

ABSENT: Kevin Callahan; James Fife, Trustee Emeritus (ex officio); Roberta Kenny; and Bakari Lee

Counsel to the Board: Sean Dias, Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present: Tony Acevedo, Faisal Aljanal, Archana Bhandari, Jessica Brito, Joseph Caniglia, Shannonine Caruana, Nicholas A. Chiaravalloti; Jennifer Christopher, Christopher Conzen, Patrick DelPiano, Heather DeVries, Lisa Dougherty, Lauren Drew, Sean Egan, Issam El-Achkar, Michael Ferlise, Sal Figueras, Eric Friedman, Dorothea Graham-King, Nancy Hynes Lasek, Anna Krupitskiy, Jose Lowe, Lori Margolin, John Marlin, Ken Melewski, Patrick Moore, Elizabeth Nesius, Yeury Pujols, John Quigley, Ismael Randazzo, Vivyen Ray, Qamar Raza, Alexa Riano, Paula Roberson, Catherine Sirangelo, John Scanlon, Christopher Wahl, Alison Wakefield, Lilisa Williams, Marcella Williams, Samaya Yashayeva, and Veronica Zeichner

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

II. ROLL CALL

The regular meeting was called to order by Chair William Netchert at 5:00 p.m.

III. COMMENTS FROM THE PUBLIC

No Comments from the Public

IV. CLOSED SESSION

No Closed Session

V. REPORTS

1. All College Council President's Report

All College Council President Lauren Drew offered the following remarks.

The ACC will have its annual summer retreat next week, on August 22nd. We will welcome several new chairs and secretaries, discuss initiatives, and plan for the upcoming year. Along with continuing work on several projects, such as child care for students and technology setup in new and renovated classrooms, we will be reaching out

to the College community to solicit their feedback on what issues they feel the ACC should take up.

Over the summer, representatives of the Diversity, Equity, and Inclusion subcommittee of the ACC have worked with Dr. Reber on charges for the President's Advisory Council on Diversity, Equity and Inclusion. Jose Lowe and Angela Pack, representing our DEI subcommittee, will present at the ACC's first meeting of the year on College Service Day, and our general membership will take a vote on endorsing the President's Advisory Council and sending two representatives of the ACC.

Also at our first meeting, we expect to hear a report on the Space and Facilities Committee's summer recycling initiative and to have the Student Affairs Committee present their Governance Recommendation on moving the College Hour to a time more conducive to course scheduling.

2. President's Report

President Reber offered the following remarks.

Good Evening, Trustees. It's great to be back together again! Lauren, thank you for your remarks, and welcome to your new leadership role.

I'd like to begin by inviting Executive Vice President Eric Friedman, and Dean of Workforce and Continuing Education Lori Margolin, to recognize a valued colleague, Hudson County Workforce Development Board Chair, and Director of Workforce Development and Grants for RWJBarnabas Health, Lourdes Valdes.

Eric Friedman addressed the Board.

Thank you, Dr. Reber, and good evening to members of the Board. I am so pleased to introduce Lourdes Valdes, Director of Workforce Development and Grants for RWJBarnabas Health. She was previously with Jersey City Medical Center, which is now part of the RWJBarnabas umbrella.

Lourdes is also Chairperson of the Hudson County Workforce Development Board and is a true supporter of HCCC's workforce efforts. She has been instrumental in bringing the WDB meetings to HCCC.

We spend a lot of time and energy at the community college in working to break down barriers to student success. Lourdes spends a lot of her time working to break down barriers to her staff's career mobility. She actively creates programs and partnerships that promote career mobility.

I wanted to publicly recognize her for her efforts on behalf of the workforce development students of Hudson County. Lori Margolin has a few words to say about the programs we are partnering on with Lourdes.

Lori Margolin offered the following remarks.

I just want to thank you, Lourdes, for your partnership and passion for building career pathways for the residents of Hudson County and others in the state. Just to share a few of the programs that we work on together: we developed an EMT program last fall; we

are currently working on our Patient Access Representative Program; and we are looking forward to working on our apprenticeship program for paramedics.

Eric Friedman and Lori Margolin Presented a Plaque to Lourdes Valdes.

Lourdes Valdes offered remarks.

Thank you, Lori, Eric, President Reber and the Board of Trustees for your support in the work that we are doing to bring more programs to Hudson County. Lori Margolin, Catherina Mirasol and Samaya Yashayeva have been instrumental in creating a vision and making it come true. Without any concerns or worries, I trust them fully with the work they do. We have been able to hire, appoint, and promote many Hudson County residents. Hudson County Community College has become friend and family.

President Reber resumed his remarks.

Lourdes, thank you for your leadership for our community, and your partnership with us at Hudson County Community College!

This evening we are delighted to welcome John Scanlon, our new Executive Director of Institutional Research. John brings significant planning and IR expertise and more than 15 years of experience at Princeton, Harvard, MIT, Columbia, and other institutions. Welcome, John! Would you like to say a few words?

John Scanlon offered remarks.

Thank you, President Reber, for the warm welcome. It echoes the warm welcome I have received from my colleagues. I am excited to be at HCCC!

President Reber resumed his remarks.

Thanks, John.

Last week you received my annual report, which highlights many important outcomes of the work of the HCCC community during the past year. It was a year that brought change, challenge, and significant accomplishment. And since we last met, a number of important things have happened. You have heard about most or all of them, but since it's our first time together in two months, I'll mention just a few in my remarks today.

First, allow me to publicly congratulate Board Chair Bill Netchert, who has been chosen by the Association of Community College Trustees (ACCT) to receive the ACCT 2019 Northeast Region M. Dale Ensign Trustee Leadership Award. This prestigious award recognizes Bill's years of exemplary leadership on the HCCC Board of Trustees, and in support of the College. He will be presented the award at the October ACCT Leadership Congress in San Francisco. And as the recipient of this award for the northeast region of the United States, Bill will also be considered for the national Trustee of the Year Award, which will be announced at the conference. Congratulations, Bill!

Since we last met, we were officially notified of our full eight-year reaccreditation by the Middle States Commission on Higher Education. There are no required follow-up reports, and the College received multiple commendations from Middle States. We celebrate how everyone in our College community came together to realize this wonderful outcome, so congratulations to all of us!

We were also notified recently of the approval by Middle States of our Substantive Change request to offer full degree programs at our new Secaucus Site.

And we further celebrate the full reaccreditation of our Culinary Arts Institute by the American Culinary Federation Educational Foundation, including new program accreditations in baking and pastry. These new accreditations bring the total number of HCCC accredited programs to eight. Additional program accreditation applications are under consideration in medical assisting, business administration, engineering, and our early college program. We congratulate, and thank, Associate Dean Paul Dillon, Marissa Lontoc and other Culinary Arts faculty and staff, and Heather DeVries, for their leadership.

We continue to engage the College community around our shared vision for continuous improvement in the areas of diversity, equity, and inclusion. Recently I shared with you a draft statement pertaining to the College's commitment to DEI, and the composition and charges for our new President's Advisory Council on DEI. I thank Vice Chair Bakari Lee for his suggestions related to the document and his input during several previous meetings about this work.

The draft DEI document has been discussed to date in our President's Executive Council, with officers and representatives of our All College Council, the director and staff of our Educational Opportunity Fund, and soon it will be discussed in a Town Hall Meeting, at College Service Day, and the first meeting of our All College Council on August 28. The new DEI Advisory Council will provide leadership and support for ongoing engagement, discussion, and professional development throughout our College community, the development of a Strategic Plan for DEI, annual action plans, and the continuing assessment and refinement of our collective efforts.

I'm pleased to share that our Student Center renovation project is progressing very well and is now on schedule for completion at the end of this calendar year.

The project to replace the North Hudson Campus roof has been delayed by late receipt of permits that is beyond our control, but construction is now about to begin. The good news is that we are beginning construction and will have a new roof that should solve perennial leakage problems at our North Hudson Campus. The bad news is that the slow start means that construction will continue through the month of September and into the new academic year. I thank Dr. Friedman, North Hudson Campus Executive Director Yeury Pujols, Executive Director of Engineering and Operations Ilya Ashmyan, and all of our colleagues at the North Hudson Campus for their continued leadership, cooperation and understanding.

We are making good progress in our work with iFactory to completely redesign our website with the latest technology. We are having regular meetings and are currently reviewing content throughout the site. Recently we were delighted to receive an anonymous and very timely gift of \$155,000 in support of this project. I thank Vice President for External Relations and Special Counsel to the President, Dr. Nicholas Chiaravalloti, for his strong efforts to bring this gift to fruition.

I'm also pleased to share that, subject to your approval this evening, we have retained a new Digital Marketing Manager. Andres Valencia possesses superior skills in the areas of videography and the use of social media in marketing.

I'm delighted to share that we have submitted a \$3 million, five-year, Title V grant application for Hispanic Serving Institutions. If funded, the grant will support the continued development of our "Guided Pathways" work. We expect to receive notification of the outcome of this grant application in September. Kudos to Yeurys Pujols, Nicholas Chiaravalloti, Sean Kerwick and Nydia James in our grants office, Chris Wahl, and other academic colleagues, for their leadership.

We are looking forward to the first campus visit of our *Achieving the Dream* Leadership Coach, Dr. Mary Fifield, and Data Coach, Dr. Rene Garcia. They will be here August 27 and 28 and will engage with faculty, staff and students on both campuses. They will also participate in our College Service Day on August 28. Our HCCC *Achieving the Dream* Steering Committee is comprised of about 30 faculty, staff, and students, and is co-chaired by Associate Dean of Student Success, Dr. Sheila Dynan, and Assistant Dean of Curriculum and Academic Assessment, Heather DeVries.

I have asked Heather to provide a brief update on our student success agenda and our early engagement with *Achieving the Dream*, after which I'll return with some concluding remarks.

Heather DeVries offered remarks.

HCCC became an Achieving the Dream member college last January after ATD President, Dr. Karen Stout, visited campus and an overwhelming majority of survey respondents voted in favor of HCCC joining ATD. Our hope is that ATD will provide a framework through which we can organize our various student success initiatives.

Since joining ATD, twelve faculty and staff attended ATD's flagship DREAM conference last February in Long Beach, California, where we learned about ATD's commitment to helping colleges build capacity in service of breaking down barriers to student success. We also had an opportunity to meet our Leadership and Data Coaches, Dr. Mary Fifield and Dr. Rene Garcia, respectively. Mary and Rene bring a wealth of experience to HCCC. Collectively, Mary and Rene bring to the table over fifty years of experience working with deeply urban community colleges and their students.

In June, eight Dream Team Members attended *Achieving the Dream's* College Kickoff Institute for New Member Colleges in Phoenix, Arizona, where we engaged in four working sessions with Mary and Rene. In these working sessions, we reviewed data that we had provided ahead of Kickoff, particularly around the metrics of:

- **Early momentum** – Are students engaging with the college and starting off strongly?
- **Early engagement** – Are students engaging early and successfully?
- **Persistence** – Are students getting on and staying on pathways and building additional momentum in the first year?
- **Completion** – Are students completing a credential?

Going forward, we will disaggregate the data and deconstruct these student success metrics along different demographic segments in order to most clearly see where there are opportunity gaps.

Since returning from the Kickoff Institute, we have been reviewing our own data. A big thank you to John Scanlon. Our immediate priorities are to create a data-rich environment and build data literacy; and engage the HCCC community. Five students are members of the Dream Team.

Drs. Fifield and Garcia will make their first of three visits to HCCC this year at the end of this month. This visit will offer several opportunities for engagement with the college community. They will meet with more specialized groups like the Dream Team and the PEC. There will also be two Town Hall Meetings in which the HCCC community will be able to ask questions and provide Mary and Rene with information about HCCC. Year 1 is a planning year in which we will continue to dive into student success metrics – focusing on where there are opportunity gaps (equity gaps), and where there are success stories to be studied and adopted.

We will submit an action plan in June 2020 that will then inform our work in Years 2 and 3.

President Reber resumed his remarks.

Thank you, Heather.

I'm pleased to share that we are making good progress with enrollment at our new site at the Frank Gargiulo Campus of the Hudson County Schools of Technology in Secaucus under the leadership of Executive Director Chris Conzen and with the support of his team that is now in place there; and, of course, with the support of our partners at the High Tech High School. 23 students have enrolled so far in our first evening credit course offerings to the community at the Secaucus Site, and this number is growing with six weeks to go before the start of classes there. Our "Early College" enrollment of High Tech High School students in Secaucus is also moving ahead in full force. We are planning a ribbon cutting event with HCCC and Schools of Technology faculty, staff, and students, Chairman Netchert, County Executive DeGise, and others in early September.

Yesterday we interviewed the first of five finalists for our new Vice President for Advancement and Communications position. The remaining four candidates will interview next week. The candidates are spending a full day on campus, meeting with all College constituencies and our HCCC Foundation Board.

This concludes my remarks. As always, I will be happy to entertain questions and/or comments.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *Minutes of the Regular Meeting of June 11, 2019*
2. *Gifts, Grants, and Contracts Report*

The College has received the following gift.

TITLE: Hudson County Community College Website Redesign Project

AGENCY: "Anonymous"

PURPOSE OF GRANT: The funds are designated to support the website redesign project.

COLLEGE ADMINISTRATORS: HCCC Foundations & Grants Dept.

AWARD AMOUNT: \$155,200

Introduced by: Karen Fahrenholz

Seconded by: Jeanette Peña

7 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Award of Exterminating Services for Facilities Department
2. Resolution Approving Contract for Floor Mat Cleaning Services
3. Resolution Authorizing Purchase of Kitchen Equipment Cleaning Services for Culinary Conference Center
4. Resolution Authorizing Purchase of Ground Maintenance Services for Journal Square Campus
5. Resolution Authorizing Award of Tsigonia Paint Sales for Maintenance Department
6. Resolution Authorizing Award of Contract to WW Grainger for Facilities Department Supplies and Equipment
7. Resolution Authorizing Purchase of Generator Service Contract for Gabert Library, North Hudson Campus, and STEM Building
8. Resolution Authorizing Award of Contract to Allen Paper for Janitorial Supplies
9. Resolution Authorizing Purchase for Pipe Re-Installation Services
10. Resolution Approving the Lease of Premises in the North Hudson Higher Education Center Condominium
11. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement
12. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center
13. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center
14. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center
15. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center
16. Resolution Authorizing Purchase of Specialty Meat Products for Culinary Conference Center
17. Resolution Authorizing Purchase of Baking Equipment for Culinary Conference Center
18. Resolution Authorizing Purchase of Chiller/Freezer Equipment for Culinary Conference Center
19. Resolution Approving Agreement between Hudson County Community College and Hoboken Charter School
20. Resolution to Establish and Revise Laboratory and Practicum Fees for the Associate in Science Degree Program in Radiography
21. Resolution Authorizing Proposed Fee for On-Line Biology Coursework Laboratory Kit
22. Resolution Authorizing Grant Funding for Supplies, Equipment, and Professional Development
23. Resolution Awarding Contract For Dental Insurance
24. Resolution Authorizing Temporary Staffing for Office of Human Resources
25. Resolution Authorizing Contract for Training and Professional Development
26. Resolution Authorizing Contract for Behavioral/Intervention Training
27. Resolution Authorizing Public Relations Support

Introduced by: Jeanette Peña

Seconded by: Harold Stahl

7 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Jennifer	Feliz	Human Resources Administrator	July 15, 2019
Aisha	Javed	Financial Aid Assistant	July 3, 2019
John	Marlin	Dean of Instruction	July 8, 2019
Dayneesa	McMillan	Assistant Controller	July 15, 2019
Parthkumar	Patel	PC Technician	July 19, 2019

2. APPOINTMENT OF FACULTY

First Name	Last Name	Title	Effective Date	Annual Salary
Ruth	Aman	Instructor, English	August 15, 2019	\$ 52,000
Jeanne	Baptiste	Instructor, English	August 15, 2019	\$ 52,000
Heather	Connors	Instructor, English	August 15, 2019	\$ 52,000

3. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Adriana	Calixto-Soto	Student Success Coach	August 19, 2019	\$ 47,500
Madeline J.	Carchia	Administrative Assistant	August 14, 2019	\$ 35,000
Christopher	Ciely	Executive Administrative Assistant, Finance	August 19, 2019	\$ 55,000
Ja'Via L.	Hall	Programming Coordinator	August 19, 2019	\$ 45,000
Charles	Juiliano	Safety & Security Coordinator	August 26, 2019	\$ 40,085
Addison	Keim	Career Coach	August 14, 2019	\$ 48,000
Ruthann	Kelman	College Lecturer/Clinical Specialist, Medical Surgical Nursing	September 4, 2019	\$ 65,000
Alexis	Muniz	Evening, Weekend, Off-site Programs Coordinator	August 14, 2019	\$ 38,000
Doreen	Pontius	Associate Director of Counseling and Wellness	August 14, 2019	\$ 60,000
Maritza	Reyes	Business Developer	August 14, 2019	\$ 65,000
Sarah	Teichman	Librarian	August 19, 2019	\$ 53,000
Andres Chuck	Valencia	Digital Services Marketing Manager	September 3, 2019	\$ 58,500

4. TEMPORARY FULL-TIME ASSIGNMENTS EFFECTIVE UNTIL DECEMBER 23, 2019

First Name	Last Name	Title	Effective Date	Annual Salary
Aneta	Braczyk	Instructor, ESL	August 15, 2019	\$ 52,000
Candice	Fernandez	CCOG Retention Counselor	August 14, 2019	\$ 48,000

Omar	Hamza	CCOG Enrollment Services Assistant	August 14, 2019	\$ 30,000
Karen	Hosick	Exercise Science/Personal Fitness Instructor	August 15, 2019	\$ 52,000
Jamar	Johnson	CCOG Retention Counselor	August 14, 2019	\$ 48,000
Joanna	Karnicka	Instructor, ESL	August 15, 2019	\$ 52,000
Ruth	Sezer	Instructor, ESL	August 15, 2019	\$ 52,000
Joseph	Caniglia	Interim Associate Dean of English & ESL	July 8, 2019	\$ 90,000
Parth	Dudeja	Research Analyst, Institutional Research	August 14, 2019	\$ 48,000
Elizabeth	Nesius	Interim Dean of Instruction	July 8, 2019	\$ 125,000
Stephanie	Sanchez	Communications Assistant	August 19, 2019	\$ 38,000

5. MODIFICATIONS OF STAFFING TABLE FOR FY2020 EFFECTIVE AUGUST 14, 2019

SECTION ONE:

Delete Titles

- Instructional Technologist/Instructional Designer
- Director, Institutional Research

SECTION TWO:

Add Titles

- Instructional Designer
- Research Analyst, Institutional Research
- Coordinator, Apprenticeship Programs, Continuing Education and Workforce Development (Grant Funded Position)

Community College Opportunity Grant (Temporary)

- Retention Counselor, Full Time (2)
- Tutor, Full Time (1)
- Enrollment Support Assistant, Full Time (1)
- Enrollment Support Assistant, Part Time (1)
- Office Assistant, Part Time (3)

SECTION THREE:

Change Title with Incumbents

<u>Name</u>	<u>Title Changes</u>
Nydia James	From: Secretary To: Assistant Grants Officer Effective Date: August 14, 2019

SECTION FOUR:

Salaries Impacted by Staff Title or Position Changes

Support Staff

<u>Name</u>	<u>Salary Change</u>
Nydia James	From: \$35,487.32 To: \$50,000.00

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the above Modifications of the Staffing Table for FY2020 as Personnel Recommendation Item No. 5.

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**6. APPOINTMENT OF NEW & CONTINUING PART-TIME HIRES EFFECTIVE August 14, 2019
THROUGH August 13, 2020**

NEW PART-TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
LIPYANKA	SUSAN	NURSING PROGRAM	PT TUTOR	TUTOR-101017	C. FASANO
DAUGHTRY	SHARON	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
DAWSON	CHERISE	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
EDEKI	CHARLES	CENTER FOR BUSINESS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
EDEKI	CHARLES	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
HEIM	BRIANNA	CONTINUING EDUCATION	OFFICE ASSISTANT	OFFAST-102010	C. MIRASOL
LYONS	GERALD	EVE & WKND OFF-SITE	EVE & WKND OFF-SITE ADMINISTRATOR	EWKADM-252010	C. MIRASOL
NOUBANI	RANIA	CONTINUING EDUCATION	CUSTOMER SERVICE ASSISTANT	CATAST-102010	C. MIRASOL
ROMEA	RODRIGO	CONTINUING EDUCATION	PT TUTOR	TUTOR-102010	C. MIRASOL
SUDARSAN	SUDIO	CENTER FOR BUSINESS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SUDARSAN	SUDIO	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
WILLIAMS	LILISA	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
ANDERSON	LARRY	STUDENT AFFAIRS	PT FOOD PANTRY MANAGER	PTRYMGR-252025	D. CLARK
DAVENPORT	ANTHONY	ENGLISH & ESL	LAB ASSISTANT	LABAST-101040	J. CANIGLIA
GANAPIN	DELFIN	ENGLISH & ESL	LAB ASSISTANT	LABAST-101040	J. CANIGLIA
GARCIA	JESSELYNN	ENGLISH & ESL	LAB ASSISTANT	LABAST-101040	J. CANIGLIA
GOCHUICO	CARLO ANGELO	ENGLISH & ESL	LAB ASSISTANT	LABAST-101040	J. CANIGLIA
OSORIO	RAFAEL	ENGLISH & ESL	LAB ASSISTANT	LABAST-101040	J. CANIGLIA
ROBERTSON	LAURA	ENGLISH & ESL	LAB ASSISTANT	LABAST-101040	J. CANIGLIA
ERHUNMWUOSERE	ELLIOT	LIBRARY	LIBRARY ASSOCIATE - TECHNOLOGY	LRTECH-150510	J. YANG
SALEEM	HAMZA	STUDENT AFFAIRS	ENROLLMENT SUPPORT ASSISTANT	ENASST-21-603055-505455	M. FESSLER

ANDAL	ERKIA	ADJ ACADEMIC SUPPORT SERVICES	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SINGH	MANESHA	ADJ ACADEMIC SUPPORT SERVICES	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MAULEON	MHONERRA	BUSINESS, CULINARY, & HOSPITALITY	RECEIVING CLERK	RECLERK- 101030	P. DILLON
PUKDEEEDAMRON GRIT	ANUCHIT	BUSINESS, CULINARY, & HOSPITALITY	RECEIVING CLERK	RECLERK- 101030	P. DILLON
TABLADA	OLGA	BUSINESS, CULINARY, & HOSPITALITY	RECEIVING CLERK	RECLERK- 101030	P. DILLON
DOB	SARAH	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-11- 200520-505455	S.MENDOZA
ROJAS	LAURA	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-21- 603055	S. MENDOZA
SHAWNTAY	LOPPE	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-21- 603055	S. MENDOZA
SUZANA-MEJIA	BRILIANNY	STUDENT AFFAIRS	EVENT ASSISTANT	PRGAST- 701000-505455	V. GEROSIMO

CONTINUING PART-TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ERICSON	CHRISTOPHER	CENTER FOR ONLINE LEARNING	INSTRUCTIONAL TECHNOLOGIST	PTITECH- 101055	A. BHANDARI
SANCHEZ	STEPHANIE	COMMUNICATION S	OFFICE ASSISTANT	OFFAST- 254055	J. CHRISTOPHER
TORRES	NEYLA	COMMUNICATION S	OFFICE ASSISTANT	OFFAST- 254055	J. CHRISTOPHER
DE LOS SANTOS	MASSIEL	HUMANITIES & SOCIAL SCIENCES	OFFICE ASSISTANT	OFFAST- 101021	J. DELEMOS
GRANT	TYQUAN	HUMANITIES & SOCIAL SCIENCES	OFFICE ASSISTANT	OFFAST- 101021	J. DELEMOS
ORBACH	RYAN	HUMANITIES & SOCIAL SCIENCES	OFFICE ASSISTANT	OFFAST- 101021	J. DELEMOS
CALLENS	DOMONIQUE	ACADEMIC AFFAIRS	OFFICE ASSISTANT	OFFAST- 252010	L. GUASTINI
OUANIR	HASSAN	ACADEMIC SUPPORT SERVICES	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PEREIRA SHOREY	JAMES	ACADEMIC SUPPORT SERVICES	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SCHERILLO	MARCO	CUSTOMER SERVICE	OFFICE ASSISTANT	OFFAST- 253035	P. CLAY
BELTRAN	KASANDRA	BUSINESS, CULINARY, & HOSPITALITY	RECEIVING CLERK	RECLERK- 101030	P. DILLON
DANNER	LATYRA	BUSINESS, CULINARY, & HOSPITALITY	OFFICE ASSISTANT	OFFAST- 101030	P. DILLON
NOUR	SAMIR	BUSINESS, CULINARY, & HOSPITALITY	OFFICE ASSISTANT	OFFAST- 101030	P. DILLON
SOLUS	SAMANTHA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST- 200520	S. MENDOZA
ROSARIO	BETSAIDA	ENROLLMENT SERVICES	ENROLLMENT SUPPORT ASSISTANT	ENSASST- 200525	W. ZAHUR

7. APPOINTMENT OF NEW HIRE ADJUNCTS FALL 2019

First Name	Last Name	Department
Jessica	Aristizabal	Nursing & Health Sciences
Joanne	Durney	Nursing & Health Sciences
Nataki	Jarrett-Henry	Nursing & Health Sciences
Manuel	Livingston	Nursing & Health Sciences
John	Marlin	Social Sciences
Ijechi	Ngumah	Nursing & Health Sciences
Beauty	Olusoga	Nursing & Health Sciences
Taryn	Pizza	Social Sciences
Anuchit	Pukdeedamrongrit	Business, Culinary, Hospitality
Naomi	Safran-Hon	Social Sciences
Matthew	Siciliano	Business, Culinary, Hospitality
Gambel	Tarantino	Social Sciences
Renato	Thoms	Social Sciences

8. **RESOLUTION AUTHORIZING CONSULTANT SERVICES FOR REVIEWING THE PROPOSED BACHELOR IN APPLIED SCIENCE IN CULINARY ARTS PROGRAM**
9. **RESOLUTION AUTHORIZING CONSULTANT SERVICES FOR REVIEWING THE PROPOSED LIBERAL ARTS INTERDISCIPLINARY DEGREE PROGRAM**
10. **RESOLUTION AUTHORIZING THE AWARD OF EVENT AND PROGRAM COORDINATION CONSULTANT SERVICES FOR THE DIVISION OF CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**
11. **RESOLUTION AUTHORIZING THE AWARD OF TITLE VI – PICKING UP THE PACE GRANT**
12. **RESOLUTION OF THE ANNUAL REVIEW OF THE HUDSON COUNTY COMMUNITY COLLEGE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**

Introduced by: Pamela Gardner

Seconded by: Joanne Kosakowski

7 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. **PROPOSAL TO ESTABLISH FEE FOR ONLINE COURSEWORK IN BIOLOGY**
2. **PROPOSAL TO ESTABLISH OR REVISE LABORATORY AND PRACTICUM FEES FOR THE ASSOCIATE IN SCIENCE PROGRAM IN RADIOGRAPHY**
3. **PROPOSED AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE EARLY COLLEGE PROGRAM AND HOBOKEN CHARTER SCHOOL TO OFFER HCCC CREDIT COURSES TO HOBOKEN CHARTER SCHOOL STUDENTS**

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4. PROPOSED SERVICE ANIMAL POLICY

Introduced by: Joanne Kosakowski
Seconded by: Karen Fahrenholz
7 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

*Chairman Netchert made the following statement during **new business**.*

Thank you, President Reber, for congratulating me as the recipient of the ACCT 2019 Northeast Region M. Dale Ensign Trustee Leadership Award. Those of you who know me, know that I do not look for recognition in receiving awards; but if it brings attention to us here at the Community College, all the good things that are happening here, then I'll gladly and proudly accept it. I think that we are doing a great job. The world is starting to find out how well we are doing and that is a good thing.

XI. ADJOURNMENT 5:25P.M.

Introduced by: Karen Fahrenholz
Seconded by: Jeanette Peña
7 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Approval of Water Chemical Treatment Services for Fiscal Year 2020

WHEREAS, Hudson County Community ("College") water systems need to be maintained to prevent corrosion, deposits, and microbiological growth creating the need for repairs; 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, Trane of Pine Brook, NJ submitted a proposal in the amount of \$6,436 for the maintenance and treatment services of the water systems; and,

WHEREAS, the anticipated term of this contract is Fiscal Year 2020; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby award a contract to Trane of Pine Brook, NJ for water treatment services at a cost not to exceed \$6,436;

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 Award of Exterminating Services for Facilities Department

WHEREAS, Hudson County Community ("College") needs to contract exterminating services for the College; 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, Bayonne Exterminating of Bayonne, NJ provided a proposal to deliver these services at a cost not to exceed \$35,000; and,

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

WHEREAS, the anticipated term of this contract is Fiscal Year 2020; and,

WHEREAS, the Administration and Finance Committee recommend this award;

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

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

3. Resolution Authorizing Purchase of Assessment and Review Program for School of Nursing and Health Sciences

WHEREAS, Hudson County Community ("College") needs to purchase an assessment and review program to be used in the School of Nursing and Health Sciences; and,

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

WHEREAS, the anticipated term runs until Spring 2020; and,

WHEREAS, Assessment Technologies Institute LLC (ATI), of Leawood, Kansas, provides focused remediation resources and comprehensive test preparation for the Nursing program, at a cost not to exceed \$180,000; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase of the program provided by ATI of Leawood, Kansas as described herein at a cost not to exceed \$180,000;

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

4. Resolution Authorizing Purchase of Cisco Firewall Security Software

WHEREAS, Hudson County Community ("College") needs to provide firewall security software throughout the college; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.10, the College may enter into cooperative pricing agreements with other units of government; and,

WHEREAS, the College is a member of the Union County Cooperative Purchasing Cooperative; and,

WHEREAS, Johnston Communications Voice and Data of Kearny, NJ, which is under the Union County Cooperative Price Agreement, will provide firewall security software at a total cost not to exceed \$26,420; and,

WHEREAS, the cost of this software 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 authorize the College to purchase the firewall security software from Johnston Communications at a cost not to exceed \$26,420;

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 Purchase of 52 Dell Computers for College Wide Upgrades

WHEREAS, Hudson County Community College ("College") needs to purchase 52 computers for the Departments of Advising, Enrollment Services, Financial Aid, Student Affairs, and Testing & Assessment to complete college wide software updates to Windows 10; and,

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

WHEREAS, Dell Marketing LP (NJ State Contract #: 89967) has quoted a price for the 52 computers at a cost not to exceed \$61,100.52; 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 Dell Marketing LP to provide the computers at a cost not to exceed \$61,100.52;

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

6. Resolution Authorizing Purchase of 95 Dell Thin Client Terminals for Gabert and North Hudson Libraries

WHEREAS, Hudson County Community College ("College") needs to purchase 95 computer terminals for Gabert and North Hudson Libraries; and,

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

WHEREAS, Dell Marketing LP (NJ State Contract #: 89967) has quoted a price for the 95 computer terminals at a cost not to exceed \$47,995.65; 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 Dell Marketing LP to provide the computer terminals as described herein at a cost not to exceed \$47,995.65;

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

7. Resolution Authorizing Purchase of Supplies for Badge-Passes

WHEREAS, Hudson County Community ("College") needs to purchase supplies for Badge-Pass Identity Manager & Visitor Manager System; and,

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

WHEREAS, Toshiba Business Solution/Card Data Systems of Mt. Laurel, NJ provided a proposal to deliver these supplies at a cost not to exceed \$24,888; and,

WHEREAS, the anticipated term is through Fiscal Year 2020; and,

WHEREAS, the cost of the supplies 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 the College to purchase the supplies from Toshiba Business Solution/Card Data Systems at a cost not to exceed \$24,888;

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 Renewal of 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, this service is exempt from bidding Pursuant to N.J.S.A. 18A:64A-25.5 (6); and,

WHEREAS, the anticipated term is Fiscal Year 2020; and,

WHEREAS, EBSCO of Tenaflly, NJ will provide these services at a total cost not to exceed \$30,021; 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 EBSCO to provide subscription services at a cost not to exceed \$30,021.

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 Award for a Fume Extraction System and Mitey Wood Lathe for STEM Building

WHEREAS, Hudson County Community College ("College") needs to purchase a Fume Extraction System and Mitey Wood Lathe; and,

WHEREAS, the purchase is exempt from public bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (10) and is also below the College's bid threshold; and,

WHEREAS, Allegheny Educational Solutions, Inc. of Tarentum, PA submitted proposals to provide the College with a Fume Extraction System and Mitey Wood Lathe at a total cost not to exceed \$20,901; and,

WHEREAS, the cost will be funded from the Carl D. Perkins Grant; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Allegheny Educational Solutions, Inc. of Tarentum, PA to provide a Fume Extraction System and Mitey Wood Lathe at a cost not to exceed \$20,901;

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

10. Resolution Authorizing Parking Authority Contract Renewal for North Hudson Campus

WHEREAS, Hudson County Community College ("College") needs to provide parking for its employees; and,

WHEREAS, N.J.S.A 18A:64A-14 allows the leasing of municipal property to a County College; and,

WHEREAS, the Parking Authority of West New York, NJ 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; and,

WHEREAS, the term of the agreement is through June 30, 2022; 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 approve the contract renewal with the Parking Authority of West New York, NJ at a cost not to exceed \$55,500;

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

11. Resolution Approving Clinical Affiliation Agreement between Hudson County Community College and Kean University

WHEREAS, Hudson County Community College ("College") desires to participate with Kean University ("KU") in the development and implementation of field work experience for Kean University's Counseling Program ("Program") students; and,

WHEREAS, the Program requires an Affiliation Agreement between the participating entities that sets forth the roles, responsibilities, requirements, and other terms of the agreement covering students and faculty; and,

WHEREAS, the parties desire to enter into an Agreement to implement the Program; and,

WHEREAS, the term of the agreement is through 2023; and,

WHEREAS, the Administration and Finance Committee recommend this agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the Agreement with KU for implementing the Program;

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.

12. Resolution Approving Agreement between Hudson County Community College and Ramapo College of New Jersey

WHEREAS, Hudson County Community College ("College") seeks to offer its students who earn a Registered Nurse ("RN") credential through the completion of the Associate of Science in Nursing Degree Program an opportunity to earn a Bachelor of Science in Nursing ("BSN"); and,

WHEREAS, Ramapo College of New Jersey ("RC") has the resources to meet HCCC's needs; and,

WHEREAS, the College seeks to enter into an agreement with RC to offer a curricular pathway leading from the RN to the BSN starting in September 2019; and,

WHEREAS, the Administration and Finance Committee recommend the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement with Ramapo College, effective September 2019;

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.

13. Resolution Approving Agreement between Hudson County Community College and Fairleigh Dickinson University

WHEREAS, Hudson County Community College ("College") seeks to expand educational opportunities for its Spanish-speaking graduates; and,

WHEREAS, Fairleigh Dickinson University ("FDU") offers a program geared specifically towards meeting the needs of this student population; and,

WHEREAS, the College seeks to enter into an agreement with FDU to offer a curricular pathway in which Spanish-speaking graduates of HCCC will be able to earn a Bachelor of Arts in Individualized Studies ("BAIS") degree starting in September 2019; and,

WHEREAS, the Administration and Finance Committee recommend the agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the agreement between Hudson County Community College and Fairleigh Dickinson University, effective September 2019;

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.

14. Resolution Renewing Clinical Education Agreement between Hudson County Community College and Promise Care NJ, LLC

WHEREAS, Hudson County Community College ("College") desires to renew its agreement with Promise Care NJ, LLC ("PC") in the development and implementation of field work experience for the College's Nursing Program ("Program") students; and,

WHEREAS, the College has a curriculum leading to an Associate in Science-Nursing; and,

WHEREAS, the Program requires a clinical education phase which shall include clinical education and practical experience with respect to home health; and,

WHEREAS, PC wishes to assist the College in developing and implementing the clinical education experience for the Program's students; and,

WHEREAS, the College and PC acknowledge that the Program's students will not perform any hands-on care of services to patients but will participate in structured observation experiences; and,

WHEREAS, the term of the agreement is through June 30, 2020; and,

WHEREAS, the Administration and Finance Committee recommend this agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve renewing the Agreement with PC for implementing the Program;

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.

15. Resolution Authorizing Purchase of MOBILEIRON Software

WHEREAS, Hudson County Community College ("College") needs to purchase MOBILEIRON (MI) cloud subscription license for advanced mobile asset security and data theft prevention; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (9), the purchase of supplies for the support or proprietary hardware or software is exempt from bidding; and,

WHEREAS, MI will be used for device activation; enrollment; provisioning; remote data wipes; tracking and maintaining an inventory of Windows 10 devices; constructing and implementing device policies; and,

WHEREAS, CDW Government has quoted a price for MI at a cost not to exceed \$19,383.80; and,

WHEREAS, the anticipated term of this contract is one 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 CDW Government to provide the software as described herein at a cost not to exceed \$19,383.80;

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

16. Resolution Approving Academic Master Plan Consultation for Academic Affairs

WHEREAS, Hudson County Community College ("College") desires to develop and implement an Academic Master Plan ("AMP") with consultant Jim Davy ("JD"); and,

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

WHEREAS, the College will require consultation from JD for establishing an AMP for the Department of Academic Affairs; and,

WHEREAS, JD has quoted a price for AMP at a cost not to exceed \$7,500; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby approve the Academic Master Plan with consultation from Jim Davy;

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.

17. Resolution Amending Resolution #17 from August 13, 2019 Board of Trustees Meeting

WHEREAS, on August 13, 2019, Hudson County Community College ("College") authorized the purchase of Baking Equipment for the Culinary Department from Erika Record, LLC at a cost not to exceed \$26,885; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (7); the College may, without public advertisement, purchase food supplies and services including food supplies and management contracts for student centers, dining rooms, and cafeterias; and,

WHEREAS, the quoted price needs to be corrected, as the total cost is \$31,352.03; and,

WHEREAS, the Administration and Finance Committee recommend the change to the total approved cost;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the increased change in total cost for the purchase of Baking Equipment from Erika Record, LLC so that the new total cost of the purchase shall not exceed \$31,352.03;

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.

18. Resolution Amending Resolution #15 from June 11, 2019 Board of Trustees Meeting

WHEREAS, on June 11, 2019, Hudson County Community College ("College") authorized the purchase of video/podcast services for the Communications Department from SuperManos, LLC at a cost not to exceed \$34,000; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (20), the service is exempt from public bidding because the purchase is for personnel recruitment and advertising; and,

WHEREAS, the quoted price needs to be corrected, as the total annual cost is \$72,000; and,

WHEREAS, the Administration and Finance Committee recommend the change to the total cost;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the increased change in total cost for the purchase of video/podcast services from SuperManos, LLC so that the new total cost of the purchase shall not exceed \$72,000;

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

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees approves the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-18:** 1) Resolution Authorizing Approval of Water Chemical Treatment Services for Fiscal Year 2020; 2) Resolution Authorizing Award of Exterminating Services for Facilities Department; 3) Resolution Authorizing Purchase of Assessment and Review Program for School of Nursing and Health Sciences; 4) Resolution Authorizing Purchase of Cisco Firewall Security Software; 5) Resolution Authorizing Purchase of 52 Dell Computers for College Wide Upgrades; 6) Resolution Authorizing Purchase of 95 Dell Thin Client Terminals for Gabert and North Hudson Libraries; 7) Resolution Authorizing Purchase of Supplies for Badge-Passes; 8) Resolution Authorizing Renewal of Subscription Service for Gabert Library; 9) Resolution Authorizing Award for a Fume Extraction System and Mitey Wood Lathe for STEM Building; 10) Resolution Authorizing Parking Authority Contract Renewal for North Hudson Campus; 11) Resolution Approving Clinical Affiliation Agreement between Hudson County Community College and Kean University; 12) Resolution Approving Agreement between Hudson County Community College and Ramapo College of New Jersey; 13) Resolution Approving Agreement between Hudson County Community College and Fairleigh Dickinson University; 14) Resolution Renewing Clinical Education Agreement between Hudson County Community College and Promise Care NJ, LLC; 15) Resolution Authorizing Purchase of MOBILEIRON Software; 16) Resolution Approving Academic Master Plan Consultation for Academic Affairs; 17) Resolution Amending Resolution #17 from August 13, 2019 Board of Trustees Meeting; and 18) Resolution Amending Resolution #15 from June 11, 2019 Board of Trustees Meeting.

INTRODUCED BY: Bakari Lee

SECONDED BY: Pamela Gardner

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

RESOLUTION ADOPTED

 9-10-19
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Devika	Gonsalves	Library Associate	September 7, 2019

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

2. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Annual Salary
Karla	Aybar-Reyes	Administrative Assistant, College Libraries	September 16, 2019	\$35,000
Lisa	Bogart	Librarian	September 16, 2019	\$53,000
Christopher	Chavarria	Library Associate - Technology	September 16, 2019	\$30,000
Anthony	Deschamps	PC Technician	September 11, 2019	\$32,000
Carmen	McGuire	Human Resources Benefits Manager	September 11, 2019	\$60,000
Stephanie	Sergeant	Human Resources Administrative Assistant	September 16, 2019	\$38,000
Iqra S.	Usmani	Financial Aid Assistant	September 11, 2019	\$30,600
Sharon	Wilson	Assistant Controller	September 16, 2019	\$85,000

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

3. TEMPORARY FULL-TIME ASSIGNMENTS EFFECTIVE UNTIL DECEMBER 23, 2019

First Name	Last Name	Title	Effective Date	Annual Salary
Narcia	Auguste	Human Resources Administrator	September 11, 2019	\$48,000
Christopher	Bors	Computer Arts Instructor, Non-tenure Track	September 11, 2019	\$52,000
Stephanie	Jimenez	Program Assistant	September 16, 2019	\$40,000
Daniel	Ondieki	High Level Mathematics Instructor, Non-tenure Track	September 11, 2019	\$52,000
Milta	Perez-Jimenez	Student Financial Aid Assistant	September 11, 2019	\$30,600
Natasha N.	Pineiros	Community College Opportunity Grant Tutor	September 11, 2019	\$40,000

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

4. MODIFICATIONS OF STAFFING TABLE FOR FY2020 EFFECTIVE SEPTEMBER 10, 2019

SECTION ONE:

Delete Title(s)

Dean of Instruction

SECTION TWO:

Add Title(s)

Associate Vice President for Academic Affairs

SECTION THREE:

Change of Title with Incumbents

NONE

SECTION FOUR:

Position Changes

Executive Director, North Hudson Campus: Revised Position Description and Reclassification

SECTION FIVE:

Salaries Impacted by Staff Title or Position Changes

Academic Administrative Staff

Name

Salary Change

Yeurys Pujols

From: \$88,932.62

To: \$110,000.00

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table for FY2020 above as Personnel Recommendation Item No. 4.

5. APPOINTMENT OF NEW & CONTINUING PART-TIME HIRES THROUGH SEPTEMBER, 2020

NEW PART-TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Morris	Kieran	Stem	Lab Assistant	LABAST-101015	B. YURLWOOD
Abdel Azem	Sarah	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Banks	Donna	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Camacho Jr.	Ricardo	Center for Business & Industry	Pt Instructor	PTINST-103005	C. MIRASOL
Camacho Jr.	Ricardo	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL

Clark	Tracy	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Daoud	Omnia	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Diallo	Abdoulaye	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
El Khyar	Afraa	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Garrido	Naya S.	Cont. Education	Evening, Weekend, Off Site Administrator	11-25210-505455	C. MIRASOL
Khanam	Bushra	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Logossou	Jeanne	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Reyes	Tamara	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Richardson	Darnelle	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Zielinski	Lauren	Cont. Education	Pt Instructor	PTINST-102010	C. MIRASOL
Valle-Lisboa	Elizabeth	Testing and Assessment	Testing Assistant/Proctor	11-200530-505455	D. Franco
Argueta	Bersabe	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Bersabe	Argueta	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Esraa	Emam	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Magda	Dimanche	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Nelson	Lovera	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Tiffany	Marzano	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Michelle	Walezak	EOF	EOF Tutor	11-150515-505420	J. Lowe
Deschamps	Anthony	ITS	PT PC Technician	11-253025-505455	K. Melewski
Dominguez	Christian	ITS	PT PC Technician	11-253025-505455	K. Melewski
Zamora	Reynel	ITS	PT PC Technician	11-253025-505455	K. Melewski
Fontanez	Kristofer	ITS	PT Web Developer	11-253025-505455	O. Williams
Roofe	Sean	Cultural Affairs	Program Coordinator	255011-505455	M. Vitale
Hecht	Catherine A.	Cultural Affairs	Gallery Assistant	255011-505455	M. Vitale
Andal	Erika	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Bilankov	Christian	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay

Casey	Edward	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
D'Aries	Elissa	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Dob	Nadia	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Espinosa	Briana	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Gall	Zackary	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Greenberg-Thompson	Ray	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Keritam	Abdelrahman	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Morris	Kieran	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Pineiros	Natasha	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Poudel	Samikshya	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Purcell	Jeremy	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Santos	Dexter	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Singh	Manesha	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Villatoro	Diego	ADJ Academic Support Services Department	Tutor	PT Tutor	P. Bandyopadhyay
Keischa	Taylor	Event Assistant	Student Life & Leadership	31-701000-505455	V. Gerosimo
Maria	Tejada	Career Servivces	Career Advisor	200531-505455	V. Marino
Nicola	Clements	Career Servivces	Career Advisor	200531-505455	V. Marino

CONTINUING PART-TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Agarwal	Shivam	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez

Alas	Marvin	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Brito	Jonathan	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Faruque	Maha	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Faruque	Muhammad	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Feliz	Rosennies	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Ghimire	Asmita	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Gohel	Shubham	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Hernandez	Jorge	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Jandik	Justin	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Kapadia	Vinisha	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Leon	Alex	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Medero	Reinier	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Medina	Daniela	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Mian	Fawad	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Molina	Melissa	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Nayee	Jay	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Aenal	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Akshit	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Akulkumar	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Chirag	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Deep	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Jinal	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Kinnari	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Neel	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Nisarg	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patel	Shivani	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Patil	Harshal	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez

Ramos	Jonathan	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Rodriguez	Maria	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Suarez	Selena	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Tabora	Heather	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Trivedi	Parth	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Uribe	Daniel	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Velasquez	Ana	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Verna	Aphya	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Villamarin	Valeria	ITS	Instructional Lab Assistant	11-253025-505455	D. Perez
Arce	Joseph	Advisement and Counseling	Office Assistant	11-200510-505455	S. Dynan

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New and Continuing Part-Time Hires listed above as Personnel Recommendation Item No. 5.

6. APPOINTMENT OF NEW HIRE ADJUNCTS FALL 2019

	<i>First Name</i>	<i>Last Name</i>	<i>Department</i>
1	Stephen	Airbe	English & ESL
2	Melissa	Brzuskiwicz	English & ESL
3	Angela	Donovan	English & ESL
4	Randi	Hoffman	English & ESL
5	Gabrille	Irlinger-Dingle	English & ESL
6	Gulten	Karakus	English & ESL
7	Mathew	Klinkert	English & ESL
8	Audrey	Lewis	English & ESL
9	Gregory	Markus	English & ESL
10	Desmond	McGoldrick	English & ESL
11	Carol A.	Medina	English & ESL
12	Nicole	Quinones	English & ESL
13	Hafeez	Saheed	English & ESL
14	Sharon K.	Schindler-Guinier	English & ESL
15	Quintella	Spann	English & ESL
16	Hanifah	Stephenson	English & ESL
17	Wendy A.	Trach	English & ESL
18	Thomas	Tufaro	English & ESL
19	Hilvy	Vasquez	English & ESL
20	Abi	Wiswall	English & ESL
21	Adrian	Wright	English & ESL
22	Allyson	Young	English & ESL
23	Paula	Bell	Social Sciences & Human Services
24	Jonathan	Cabrera	Social Sciences & Human Services

25	Stephanie	Campos	Social Sciences & Human Services
26	Ben	Galaday	Social Sciences & Human Services
27	Sarah	Khouzam	Social Sciences & Human Services
28	Enrique	Maitland	Social Sciences & Human Services
29	Danielle	Miller	Social Sciences & Human Services
30	Melvin	Williams	Social Sciences & Human Services
31	Angela	Crosgrile	Nursing & Health Sciences
32	Catherine	Amgee-Cole	Nursing & Health Sciences
33	Tonya	Moore	Nursing & Health Sciences
34	Ras	Gurung	STEM
35	Amani	Khawatmi	STEM
36	Shahida	Manzoor	STEM

RECOMMENDATION: The President, Administration and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjuncts for Fall 2019 listed above as Personnel Recommendation Item No 6.

7. Resolution Extending the Award of Program Coordination and Workshop Facilitation Consultant Services for the Division of Continuing Education and Workforce Development

WHEREAS, on May 14, 2019, Hudson County Community College ("College") authorized AJB Events LLC under Board Personnel Resolution #9 to be a vendor for consultant services for the Workforce Leadership Academy by providing program coordination and workshop facilitation services to Fellows in the Academy at a cost not to exceed \$10,000; and,

WHEREAS, the Division of Continuing Education and Workforce Development is extending the contract from September 2019 through March 31, 2020 at an additional cost of \$16,280 to cover the cost of additional services through March 31, 2020; and,

WHEREAS, the funds will be covered in full by the Hudson County Workforce Leadership Academy grant; and,

WHEREAS, the Administration and Personnel Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize an increase of \$16,280 to AJB Events LLC so that the new total cost of the contract shall not exceed \$26,280;

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

8. Resolution Approving the Recruitment, Screening and Hiring Policy

WHEREAS, The Board of Trustees is committed to playing an active role in developing a highly qualified, professional, talented, inclusive and diverse workforce within its faculty, staff and administration; and,

WHEREAS, the College does not currently maintain a policy on recruitment, screening and hiring; and,

WHEREAS, the President and Administration want to ensure fair, equitable and inclusive processes for employee recruitment, employment, promotion, transfer, reclassification, change of title, training, benefits implementation, salary administration and general working conditions; and,

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached Policy on Recruitment, Screening and Hiring;

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

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 1-8.**

INTRODUCED BY: Bakari Lee

SECONDED BY: Pamela Gardner

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 9-10-19
Signature of Recorder Date

HUMAN RESOURCES

POLICY ON RECRUITMENT, SCREENING AND HIRING

Purpose

The purpose of this Recruitment, Screening and Hiring Policy is to ensure that Hudson County Community College ("College") attracts, recruits, hires and retains a highly qualified, professional, talented, and diverse workforce through fair, equitable and inclusive processes.

Policy

The College and its Board of Trustees ("Board") are committed to playing an active role in developing a highly qualified, professional, talented, inclusive and diverse workforce within its faculty, staff and administration. The College is an equal opportunity employer and prohibits discrimination and harassment in all personnel actions. Fair, equitable and inclusive processes will be utilized for employee recruitment, employment, promotion, transfer, reclassification, change of title, training, benefits implementation, salary administration and general working conditions, consistent with the College's Affirmative Action/Equal Employment Opportunity Policy. At all times the College will take appropriate action to advance the recruitment, hiring and retention of a diverse workforce.

The College will provide all employees a safe, professional and productive working environment and perform the relevant professional and background checks, testing and examinations as may be appropriate or required by law. The College will further facilitate opportunities for the professional development of its workforce. The Board delegates to the President the responsibility to develop procedures and guidelines for the implementation of this policy. The Office of Human Resources will ensure compliance with this policy in all personnel actions.

Approved by Board of Trustees: September 10, 2019



POSITION DESCRIPTION

Job Title: Executive Director, North Hudson Campus (NHC)

Department: North Hudson Campus

Reports to: Executive Vice President and Provost

Position Summary:

Under the direction of the Executive Vice President and Provost, the Executive Director of the North Hudson Campus will serve as the principle mission-focused administrator and strategic leader at the North Hudson Campus location. As a highly visible advocate for the North Hudson Campus, the Executive Director will be responsible for providing leadership for the College's outreach to the local communities in northern Hudson County. The Executive Director inspires and supports all NHC team members in their work and actively promotes a student-focused culture on campus. As the key operational manager, the Executive Director will promote student success through a wide portfolio of exceptional programs and services offered through the Campus, including but not limited to credit and non-credit instructional programs, student support services, community events, and plant operations.

Essential Responsibilities:

1. Provides overall administrative leadership for the North Hudson Campus (NHC) and actively aligns the NHC with the larger College community through its programs and services.
2. Promotes transparency, collegiality, and positive relationships both internally and externally.
3. Directs and coordinates the daily operations of the NHC in accordance with College policies, relevant federal, state and local regulations, Student and Academic Affairs policies and procedures, the rules and regulations defined by the Family Educational Rights and Privacy Act (FERPA), and other relevant sources.
4. Oversees and directs admissions and registration operations to efficiently and effectively process and facilitate student enrollment. Has accountability for enrollment targets for NHC.
5. Oversees and directs student record management operations to ensure the establishment, maintenance, security, strict confidentiality, and authorized access to all student records.

6. Ensures the prompt identification and timely resolution of student issues and incidents, provides advice and guidance to ensure that students have the information they need to be successful and complete their programs of study.
7. Works cooperatively with academic departments and divisions to plan, develop and implement innovative, high-quality courses and programs that will address the needs of the NHC communities.
8. Provides fiscally prudent leadership; develops and recommends the annual budget; monitors and analyzes the annual operating budget to ensure effective fiscal management and efficient cost controls; operates within established budget constraints; recommends budgetary adjustments; monitors budget allocations; and identifies and resolves budget variances to ensure adherence to the approved annual budget.
9. Initiates cooperative programs and partnerships with local businesses, governmental agencies, non-profit organizations and local school districts.
10. Works to ensure equity in programmatic offerings and student services for the NHC.
11. Prepares routine, special and ancillary reports as required.
12. Serves as Deputy Compliance Officer for the College. Serves as Deputy Title IX Coordinator (NHC incidents).
13. Provides overall direction and ongoing supervision to designated North Hudson Campus staff:
 - Provides ongoing leadership, advice, training, and guidance to staff. Maintains positive working relations between and among departments. Assesses staffing needs in order to make relevant recommendations. Ensures appropriate work distribution to staff. Leads staff meetings to promote a continuous flow of information and platforms for open discussions.
 - Develops and communicates performance goals, completes performance evaluations within established timeframes; provides feedback, develops and takes action on performance improvement plans, and determines necessary disciplinary action, as needed.
 - Supports the professional development and career growth of staff by identifying and providing ongoing training and tuition reimbursement as appropriate.
15. Continues to develop his/her own professional and management skills through independent research, networking, and attending seminars and workshops to maintain awareness of current and changing trends in higher education. Remains knowledgeable of regulatory issues specific to enrollment services and administrative activities.
16. Represents the College to external constituencies and projects a positive self-image of professionalism, confidentiality, courtesy, conduct, honesty, fairness, and personal integrity at all times.
17. Organizes special events and community use of facilities.

18. Actively participates in and/or manages special projects, as required. Remains flexible and adaptable in work schedules and work assignments as defined by College and departmental needs.

Position Requirements:

- Minimum of a Master's degree in Higher Education or a related field with a minimum of seven years of teaching and/or administrative experience, preferably in a community college. Doctorate preferred.
- Ability to serve as an autonomous campus executive, to think conceptually, develop and implement policies and procedures, and make administrative/procedural decisions and judgments.
- Effective verbal and written communication skills, interpersonal skills, influence and negotiation skills. Ability to interact effectively with a wide range of constituencies and the academically under-prepared in a multi-cultural community. Effective organization and prioritization skills. Bilingual ability preferred.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

IX. ACADEMIC AND STUDENT AFFAIRS

1. PROPOSED AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND RAMAPO COLLEGE OF NEW JERSEY TO OFFER AN RN TO BSN PATHWAY FOR HCCC NURSING STUDENTS

Report and Background:

In support of Hudson County Community College's strategic objective to optimize community engagement through the development of academic pathways with K-20 partners and in alignment with the College's mission to provide high quality educational opportunities that promote student success, the Division of Academic Affairs seeks to enter into an agreement with Ramapo College of New Jersey, effective fall 2019 (Attachment I). Through the proposed agreement, HCCC Nursing students will be able to complete their third year of general education coursework towards the BSN on HCCC's campus and then complete their fourth year of specialized coursework in nursing online through Ramapo College of New Jersey.

Recommendation:

The President, Administration, and Academic and Student Affairs Committee recommend that the Board of Trustees authorize Hudson County Community College to enter into an agreement with Ramapo College of New Jersey to offer an RN to BSN pathway for HCCC nursing students, effective fall 2019.

2. PROPOSED AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND FAIRLEIGH DICKINSON UNIVERSITY TO EXPAND EDUCATIONAL OPPORTUNITIES TO SPANISH-SPEAKING STUDENTS

Report and Background:

In support of Hudson County Community College's strategic objective to optimize community engagement through the development of academic pathways with K-20 partners and in alignment with the College's mission to provide high quality educational opportunities that promote student success, the Division of Academic Affairs seeks to enter into an agreement with Fairleigh Dickinson University, effective fall 2019 (Attachment II). The proposed agreement expands educational opportunities for our Spanish-speaking graduates. The proposed partnership between HCCC and FDU creates an academic pathway for this student population to a Bachelor of Arts in Individualized Studies (BAIS) degree at an affordable rate.

Recommendation:

The President, Administration, and Academic and Student Affairs Committee recommend that the Board of Trustees authorize Hudson County Community College to enter into an agreement with Fairleigh Dickinson University to expand educational opportunities to Spanish-speaking students, effective fall 2019.

Resolution:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in Item **IX. Academic and Student Affairs Recommendations 1 & 2:** (1) Agreement between Hudson County Community College and Ramapo College of New Jersey to Offer an RN to BSN Pathway for HCCC Nursing Students, effective fall 2019; and (2) Agreement between Hudson County Community College and Fairleigh Dickinson University to Expand Educational Opportunities to Spanish-Speaking Students, effective fall 2019.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Pamela Gardner

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 9-10-19
Signature of Recorder Date

This letter of agreement delineates the terms of understanding between Ramapo College of New Jersey (RCNJ) and Hudson County Community College (HCCC) regarding a program that would facilitate the achievement of a Bachelor of Science in Nursing degree from RCNJ by students/graduate of the HCCC Associates of Science Degree in Nursing.

RN/BSN ARTICULATION PROGRAM
BETWEEN
RAMAPO COLLEGE OF NEW JERSEY
AND HUDSON COUNTY COMMUNITY COLLEGE

AGREEMENT made and entered into on _____ by and between Ramapo College of New Jersey, hereinafter referred to as RCNJ and Hudson County Community College, hereinafter referred to as HCCC.

WHEREAS, RCNJ is baccalaureate and master's degree granting college dedicated to the provision of instruction in the humanities; the natural, behavioral and social sciences; business, education and social work; and health professions;
and

WHEREAS, HCCC is an associate's degree granting community college dedicated to offering a comprehensive set of affordable, accessible, high-quality credit and non-credit courses as well as degree and on-degree programs;
and

WHEREAS, RCNJ and HCCC wish to conduct strong educational programs grounded in the strengths of both institutions without needless duplication of resources;

NOW THEREFORE, RCNJ and HCCC wish to confirm in writing the terms of mutual and individual responsibilities related to the articulated program of education leading to a Bachelor of Science in Nursing.

I. General Description of the Program

- A. **Design of the Program** – RCNJ proposes a plan whereby Nursing students who have earned the associates degree in Nursing from HCCC, can enroll in the RCNJ BSN program through a program of study that includes courses taught at HCCC and courses at RCNJ. The program will allow transfer of up to 92 credits from HCCC and require that all BSN graduates satisfy the upper level Nursing and remaining degree completion coursework as identified in the curriculum checksheet. Any and all students who complete the AS in Nursing degree through HCCC, wishing to participate in this articulation agreement and earn up to 92 transfer credits, must satisfy the identified courses through prior transfer credit from an accredited institution or HCCC, prior to the enrollment in the BSN program at RCNJ.

- B. **Routes of Entry** - HCCC students who meet the established admission criteria will need to apply through the RCNJ Office of Adult and Graduate Admissions. All students must meet the standard admissions requirements. All students participating in the outlined plan will maintain financial aid eligibility and maintain satisfactory academic progress.
- C. **The Program** – The chart below outlines the Ramapo portion after completion of the AS degree and additional credits. The BSN portion may be completed in 3 semesters for those completing the 92 credits through HCCC.

Ramapo					
Fall Semester	HRS	Winter Semester	HRS	Spring Semester	HRS
NURS 312 – Nursing Informatics	4	Elective	4	NURS 330 – Health Assessment Across the Lifespan	4
NURS 316 – Pathophysiology	4			NURS 425 – Community Centered Nursing	4
NURS 325 – Nursing Research and EBP	4			NURS 445 – Leadership in a Global World	4
NURS 460 – Clinical Management	4			NURSING ELECTIVE	4
TOTAL	16	TOTAL	4	TOTAL	16

Summary of Credits

AS degree at HCCC – 71

Additional Credits – HCCC/transfer – 21

Nursing and Other Courses at RCNJ – 36

TOTAL – 128

Additional Credits at HCCC/transfer

Students must take 21 credits, through HCCC or transfer credit, in addition to the requirements of the AS Nursing degree to meet all articulation requirements and qualify for full 92 credit transfer.

The 21 credits, 7- 3 credit courses, are as follows,

- PHL 218 - 3
- PSC 102 - 3
- (1) Elective, 200 level or above in LIT
- (1) Elective 200 level or above in HIS
- (1) Elective 200 level or above in SOC
- (1) Free Elective, 100 level or above
- (1) Free Elective, 100 level or above

Academic Advising and Recruitment

RCNJ will assign a Ramapo admissions and academic advisor to HCCC and work with the HCCC Nursing faculty to host information sessions and advisement sessions to assist students in accomplishing all coursework as outlined on the curriculum checksheet. The RCNJ advisor would meet with pre-Nursing students, current Nursing students, and graduating Nursing

students to advise them accordingly as they prepare for, start, and complete the articulation agreement coursework.

Students in the HCCC AS Nursing program who have identified that they wish to progress through this articulation program and to the RCNJ BSN will apply to RCNJ in their last semester at PCCC and their application fee will be waived.

RCNJ College Graduation Requirements

This MOU allows for exceptions to RCNJ's current transfer and residency requirements for students who transfer to RCNJ through this agreement. All upper level Nursing requirements and other courses outlined in the remaining (36) credits in the curriculum checksheet must be RCNJ to ensure that the final 36 credits of a student's program courses are taught by RCNJ faculty.

Program Quality Control

RCNJ and HCCC will establish a committee to monitor the course equivalencies and academic preparation of students to ensure each program continues to meet its professional standards. The HCCC Associate Dean of Nursing and the Assistant Dean of RCNJ Nursing program will meet twice a year with the advisors from each program and review the progress of the program as well as processes, procedures, and student learning outcomes.

SELF-INSURANCE BY INSTITUTION – INSTUTION is an agency of the State of New Jersey. Any agreement or arrangement signed or entered into on behalf of the State of new Jersey by a State official or employee shall be subject to all of the provisions of the New Jersey Torts Claims Act, NJSA 59:1-1 et seq., the New Jersey Contractual Liability Act, NJSA 59:13-1, et seq., and the availability of appropriations. The State of New Jersey does not carry public liability insurance, but the liability of the State and obligation of the State to be responsible for tort claims against its agencies and employees are covered under the terms and provision of the New Jersey Tort Claims Act. The Act also creates a special self –insurance fund and provides for payment and claims against the State of New Jersey against its employees for which the State of New Jersey is obligated to indemnify against tort claims which arise out of the performance of their duties. Claims against the University or its employees should be referred for handling to the Attorney General, Division of Law, Claims Service Section, Richard Hughes Complex, Trenton, New Jersey 08625. Furthermore, the State of New Jersey self-fund for Works Compensation and Disability.

- A. **ANTI-DISCRIMINATION** – The parties agree not to discriminate in employment and agree to abide by all anti-discrimination laws including those contained within N.J.S.A. 10:2-1 through N.J.S.A 10:2-4, N.J.S.A. 10:5-1 et seq. and N.J.S.A 10:5-31 through 10:5-38, and all rules and regulations issues there under.
- B. **AMERICANS WITH DISABILTY ACT** – The parties agree to comply with all provisions of the American with Disability Act (ADA), P.L. 101-336, in accordance with 42 U.S.C. 12101 et seq. 14
- C. **COMPLIANCE – LAWS** – The parties shall comply with all local, state and federal laws, rules and regulations applicable to the contract.

- D. **SUBCONTRACTION OR ASSIGNMENT** – The Agreement may not be subcontract or assigned in whole or in part, without the prior written consent of both parties. Such consent, if granted, shall not relieve either party of any of its responsibilities under the contract.
- E. **MAINTENANCE OF RECORDS** – The parties shall maintain records associated with the performance of this contract in accordance with the applicable provisions of the NJ State Record Retention Policy. Such records shall be made available to either party upon request for purpose of conduction and audit or for ascertaining other information.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and date below.

Hudson County Community College

Ramapo College of New Jersey

By:_____

By:_____

Dr. Christopher Reber
President

Dr. Peter Philip Mercer
President

Institutional Contact Person

Institutional Contact Person
Christopher Romano
505 Ramapo Valley Road
Ramapo College

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
FAIRLEIGH DICKINSON UNIVERSITY
FOR IMPLEMENTATION OF THE
B.A.I.S. COMPLETION DEGREE PROGRAMS
(BACHELOR OF ARTS DEGREE IN INDIVIDUALIZED STUDIES)**

On this _____ day of _____, 2019 Hudson County Community College (HCCC) and Fairleigh Dickinson University (FDU) agree to work together to expand educational opportunities for HCCC graduates and other individuals who wish to earn their Bachelors of Arts degrees in Individualized Studies (BAIS) through FDU's Puerta al Futuro Program (the Program).

FOR AND IN consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto do hereby covenant and agree as follows:

I. Admission and Eligibility

- A. The Program will be open to Spanish-speaking students who have earned undergraduate credits or a college degree from a country outside the United States or from an accredited college in the United States. Students who have earned an AA, AS, or AAS from Hudson County Community College will be eligible for a discounted tuition rate described in section IV.C.
- B. FDU shall have complete authority over matters pertaining to admission to the BAIS portion of the Program, course waivers, or substitutions for all other related program administration.
- C. HCCC students must complete their associate degree prior to enrollment in FDU classes. FDU classes will not be open to current HCCC students who are pursuing associate degrees.

II. Facilities

- A. HCCC agrees to provide classroom space at the North Hudson Center (NHC) in Union City for the conduct of junior/senior related classes leading to the BAIS degree.
- B. Classes will be scheduled for afternoon, evening, and weekend hours by mutual agreement based on available space.
- C. HCCC will provide office space, a dedicated telephone line and access to duplication for an FDU Coordinator at each location. The Coordinator will provide on-site supervision of FDU classes and advisement for FDU and HCCC students about the Program.

- D. FDU will provide stationery and other necessary office supplies for the conduct of its classes and related activities.
- E. Each semester, FDU will provide HCCC with the names of students enrolled in FDU classes. HCCC will affix a HCCC sticker to the students' FDU identification card to permit free access to the library, computer laboratories and tutoring support services.
- F. All FDU students enrolled in courses on the HCCC campus will have the rights and privileges for tutoring support services.
- G. FDU students enrolled in courses on the HCCC campus will have all the rights and privileges of the HCCC library that are afforded HCCC students. They will have access to the professional staff, exhibits and collection, and utilization of all books available for circulation. To gain access to the library, a current FDU ID card with an HCCC endorsement sticker will be necessary.
- H. FDU students enrolled in courses on the HCCC campus will have all the rights and privileges of the HCCC computer laboratories. To gain access to the laboratories, a current FDU identification card with an HCCC endorsement sticker will be necessary.
- I. HCCC shall not be obligated to make any adjustments in the current per credit price charged to FDU because any student withdraws from a course after the 14th day following the first day of classes.
- J. If the FDU academic calendar is different from HCCC for holidays, spring and or winter breaks, FDU faculty and students will have access to the NHC building if the NHC building is open
- K. HCCC facilities will not be available for FDU classes if inclement weather requires HCCC to suspend its scheduled classes.
- L. HCCC will include all FDU students in the Program in its emergency alert notification system(s).

III. Academic Components

- A. Equivalent Courses: FDU will not offer courses through the Program that are equivalent to courses offered by HCCC, as established and maintained by NJTransfer.org.
- B. Students in the Program may take required courses at HCCC at the HCCC tuition rate. They will be billed by FDU.
- C. HCCC will invoice FDU for students enrolled through the Program in these courses. Courses taken under this format will not be subject to rental fees described in section IV.A.

- D. FDU will have complete authority over curriculum requirements of the BAIS portions of the Program including but not limited to, course offerings, course graduation requirements, grading, and faculty selected to teach FDU courses.
- E. FDU retains the right to set minimum enrollments in courses offered at HCCC as a part of the degree completion program. FDU shall have the right to discontinue one or more programs if enrollments fall below certain levels. If this occurs, students may be required to take one or more courses at another FDU location to complete the degree requirement. Tuition discounts offered under this Program may not be available at such other location.
- F. FDU will make provisions for textbooks and other instructional materials for all of its classes.
- G. FDU will maintain a separate database from HCCC for all records relating to its students, programs and services.

IV. Financial

- A. FDU will pay to HCCC the sum equal to the HCCC current credit fee multiplied by the number of students registered for FDU courses on the HCCC campus. The current HCCC credit fee is \$149.00, but is subject to adjustment each new academic year.
- B. Each academic year, FDU will pay to HCCC the monies due for the Fall semester on or before November 15, and for the Spring semester on or before March 15.
- C. All students in the Program who have graduated with an associate degree from HCCC will be eligible for a 50% reduction from the appropriate FDU tuition rate upon completion of their associate degree and enrollment in the Program.

V. Liability

HCCC shall indemnify and hold FDU, its trustees, employees and representatives harmless from and against all liability, and all loss, cost and expense, including reasonable attorneys' fees, in connection with any breach of this Agreement by HCCC or the negligence or intentional acts of HCCC.

FDU shall indemnify and hold HCCC, its trustees, employees and representatives harmless from and against all liability, and all loss, cost and expense, including reasonable attorneys' fees, in connection with any breach of this Agreement by FDU or the negligence or intentional acts of FDU.

VI. Term

The term of this Agreement shall commence on June 1, 2019 and will expire on June 30th, 2020. This agreement may be renewed if agreed to in writing by the appropriate authorities at HCCC and FDU.

In addition to any other rights of termination contained in this Agreement, the Agreement may be terminated as follows:

- i. FDU may terminate this Agreement if HCCC breaches any material term or provision of this Agreement, which breach is not cured within thirty (30) days after receipt of written notice from FDU (or, in the case of any breach which cannot reasonably be expected to be cured within thirty (30) days, if HCCC fails to commence such cure within ten (10) days and fails to prosecute such cure to completion with due diligence within ninety (90) days); or
- ii. HCCC may terminate this Agreement if FDU breaches any material term or provision of this agreement which breach is not cured within thirty (30) days after receipt of written notice from HCCC (or, in the case of any breach which cannot reasonably be expected to be cured within thirty (30) days, if FDU fails to commence such cure within ten (10) days and fails to prosecute such cure to completion with due diligence within ninety (90) days).
- iii. Either party may terminate this Agreement for any reason by delivering written notice to the other. Any such notice shall take effect the later of sixty (60) days after delivery of the notice or the end of the then current academic year.. FDU will work with students who are already enrolled to identify a pathway to degree completion.

VII. General Provisions

- A. This agreement is not binding until fully executed by both HCCC and FDU.
- B. HCCC and FDU will meet regularly to coordinate the program implementation, increase communication relative to curriculum, recruitment, publicity and other joint efforts.

This Agreement as is written contains the full agreement of both HCCC and FDU. Any amendments, modifications or additions must be made in writing, signed, and agreed to by both HCCC and FDU.

- C. The parties to this Agreement hereby agree that they shall not unlawfully discriminate on the basis of sex, race, creed, color, religion, handicap/disability, gender, gender expression, gender identity, genetic information, age, marital status, sexual orientation, veteran status, pregnancy status, ancestry or national origin in connection with this Agreement and that each shall fully comply with all Federal and State statutes, and all rules and regulations promulgated thereunder, concerning discrimination in connection with their respective obligations pursuant to this Agreement.
- D. Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
- E. Each party agrees to provide information on the Program with appropriate linkages on their respective websites.
- F. The parties are not and shall not be considered partners and are not agreeing to a joint venture. The execution of this Agreement does not, and shall not, constitute a partnership or a principal/agent relationship between the parties hereto.

- G. Each party represents to the other that the person signing this Agreement has the full authority to do so.
- H. The parties may execute this Agreement in two counterparts, each of which shall have full legal force and effect.
- I. This Agreement shall be interpreted and construed under the laws of the state of New Jersey, principles of conflicts of law notwithstanding. The parties consent and submit to the jurisdiction of the Superior Court of New Jersey venued in Hudson County for all disputes arising out of or in any way related to this Agreement.
- J. If any provision of this Agreement shall be held invalid by a court of law for any reason, the remaining provisions shall remain in full force and effect.
- K. This Agreement may not be waived, changed, modified, abandoned or terminated, in whole or in part, except by an instrument signed by both parties.
- L.
- M. FDU shall comply with HCCC's policies and procedures which are applicable to the Agreement and the purposes thereunder.
- N. FDU and HCCC are independent contractors. It is not intended that an employer/employee, joint venture, or partnership agreement be established hereby. Neither FDU nor HCCC is authorized or permitted to act as an agent or employee of the other. Nothing in this Agreement shall in any way alter the freedom enjoyed by either FDU or HCCC nor shall it in any way alter the control of the management, operation, and affairs of either FDU or HCCC.

VIII. Notification

Every notice required or permitted under this agreement shall be given in writing and shall be sent by United States Postal Service Certified Mail, Return Receipt Requested, or overnight courier provided that such courier obtains and makes available to its customers evidence of delivery to the respective address below or to such other address as either party may designate from time to time by a notice given to the other party. Notice shall be deemed to be given upon receipt provided; however, in the event a party refuses to accept delivery of the notice, the notice shall nevertheless be deemed to be given upon the date of refusal to accept delivery. Notwithstanding the above, a notice of change of address shall not be effective until received.

Hudson County Community College
70 Sip Avenue
Jersey City, NJ 07306
Attn: President

Fairleigh Dickinson University
1000 River Road
Teaneck, New Jersey 07666
Attn: General Counsel

IN WITNESS THEREOF, HCCC and FDU have caused this agreement to be executed by their authorized officers.

Hudson County Community College:

Fairleigh Dickinson University:

President

Date

President

Date

Executive Vice President & Provost

Dean of Petrocelli College

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

X. NEW BUSINESS

No New Business

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 10, 2019**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:40 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: September 10, 2019

Callahan, Kevin	<u>AYE</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>
Rodriguez, Silvia	<u>AYE</u>
Stahl, Harold	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

10 Ayes..... 0 Nay

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


9-10-19
 Signature of Recorder Date