

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

**Regular Meeting--Board of Trustees**  
**September 11, 2018**

**AGENDA**

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

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

*This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, 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.*

*HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018*

*III. COMMENTS FROM THE PUBLIC*

*None*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

**IV. CLOSED SESSION**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

**V. REPORTS**

1. *Student Government Association President's Report*
2. *All-College Council President's Report*
3. *President's Report*
  - *Academic Affairs Division Update*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

*The Minutes of the Regular Meeting of August 14, 2018 are herewith officially submitted to the Board Trustees for approval. (Attachment A)*

*Recommendation:*

*It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of August 14, 2018.*

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

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

*TITLE: Northern New Jersey Bridge to Baccalaureate (NNJ-B2B)*

*AGENCY: National Science Foundation (NSF) – a partnership with Passaic County Community College*

*PURPOSE OF THE GRANT: To increase the flow of underrepresented minority students into science, technology, engineering and mathematics (STEM)*

*COLLEGE ADMINISTRATOR: Dr. Ferdinand Oroch (Principal Investigator/Project Director)*

*COLLEGE CONTRIBUTION: \$0*

*AWARD AMOUNT: \$250,272. for 3 years*

*TITLE: College Readiness Now V*

*AGENCY: NJ Council of County Colleges (NJCCC) - a partnership with the New Jersey Office of the Secretary of Higher Education (OSHE)*

*PURPOSE OF THE GRANT: To increase college readiness of high school students prior to graduation*

*COLLEGE ADMINISTRATOR: Jennifer Rodriguez (Project Director)*

*COLLEGE CONTRIBUTION: \$0*

*AWARD AMOUNT: \$50,228. for 1 year*

**3. MIDDLE STATES SELF-STUDY UPDATE – SEPTEMBER 2018**



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

- *An official letter from the Middle States Commission on Higher Education (MSCHE) has been received by the College confirming March 31 – April 3, 2019 as the dates for the Evaluation Team visit.*
- *Per MSCHE requirements, the Self-Study Report needs to be ready for distribution to the visiting team members as well as the MSCHE office no later than six weeks prior to the scheduled visit.*

The due date for sending the report is therefore February 22, 2019. Additional supporting documents also need to be submitted with the Self-Study Report.

Dr. Friedman and Veronica Zeichner have identified individuals who will facilitate the creation and collection of the key financial documents listed below:

- The institutional finance plan for the current year and succeeding years covered by the institution's strategic plan (Finance Office);
  - Actual enrollment for current year and three previous years (Enrollment Services);
  - Projected enrollment for the period covered by the institution's financial plan, including the next three years (Finance Office, Academic Affairs, Enrollment Services);
  - The two most recent audited financial statements and management letters (Finance Office); and,
  - The financial information submitted to IPEDS for three previous years (Institutional Research).
- President Reber and Senior Vice President Friedman met with MSCHE Vice President Stephen J. Pugliese in Philadelphia on Tuesday, September 4, 2018.
  - The revised draft of the Self-Study was distributed to all staff on September 4, 2018 and Board of Trustees members on August 31, 2018.

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

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Karen Fahrenholz

**DATE:** September 11, 2018

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-11-2018  
Date



**ATTACHMENT A  
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES  
August 14, 2018**

**MINUTES**

**PRESENT:** Karen Fahrenholz, Pamela Gardner, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Christopher Reber (ex officio), Adrienne Sires, and Harold Stahl.

**ABSENT:** Kevin Callahan; James Fife; Trustee Emeritus (ex officio); and Hamza Saleem, Student Alumni Representative (ex officio).

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

HCCC Staff and Visitors present: Jennifer Christopher, Heather DeVries, Paul Dillon, Lisa Dougherty, Eric Friedman, Veronica Gerosimo, Dorothea Graham-King, Jose Lowe, Lori Margolin, John Marlin, Patrick Moore, Jennifer Oakley, Ismael Randazzo, Vivyen Ray, Lotta Sanchez, Jerry Trombella, Chris Wahl, Marcella Williams, and Veronica Zeichner.

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

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

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

**III. COMMENTS FROM THE PUBLIC**

There were no comments from the public.

- Chairman William Netchert welcomed Christopher Reber, as the new President, to his first Board of Trustees Meeting. He said that the Board was committed to working with him as well as providing their full support. He asked for the staff and administration's cooperation in support of the President.
- President Reber said that the College's deepest sympathies go out to the family of Shoshana Goldstein, who passed away recently. Shoshana was the President of the HCCC Adjunct Federation and an adjunct professor with the College for over 30 years. He said he had the pleasure of meeting with her several weeks ago. He then asked for a moment of silence for Shoshana and her family.

**IV. CLOSED SESSION - None**



**V. PRESIDENT'S REPORT**

*President Reber offered the following report:*

*Trustees, it is an honor to join you today for my first meeting of the Hudson County Community College Board of Trustees.*

*I have requested an opportunity to provide brief remarks under a President's Report today, and, with your concurrence, I'd like to continue doing this at future meetings of the Board.*

*My first six weeks as your new President have been action-packed and exhilarating. My "Listening Tour" has now included over 80 meetings with hundreds of trustees, students, faculty, staff, alumni, partners, Foundation Board members, New Jersey Community College colleagues, and many members of the community and beyond.*

*I have reported to you, through our very helpful weekly Green Memos, a number of themes and initial directions that I am taking that are informed by my many meetings and conversations with College constituents, and by your counsel. I won't repeat most of the information that I have already shared but will of course be happy to discuss anything that you might wish.*

*I strongly believe that successful colleges are happy colleges. Under your guidance, I will always seek to lead and support this College's continued growth and success through a collaborative, student centered and transparent approach.*

*Grounded in my leadership and service is the fundamental belief that every person matters, every member of our college community should be encouraged to share ideas and provide input into decision making, and everyone's contributions should be celebrated to the fullest extent possible. I will seek to build trust that is fundamental to these principles and to our collective desire to employ best practices in shared governance in everything we do.*

*I will therefore always strive to seek broad input, and to make decisions that are informed by this input and meaningful data. And at the end of the day, I will always make decisions and recommendations to you that I believe are in the best interests of the College.*

*About a week ago we all said goodbye to our long-serving colleague, Dr. Paula Pando, as she now makes her way to Virginia to begin her presidency of J. Sargeant Reynolds Community College in Richmond. Dr. Pando's impact on the college over many years is palpable and pervades every part of the College. We wish Paula all the best in her new presidency. She has shared with me that all she has experienced and learned at Hudson County Community College will be prominent in her leadership.*

*I want to thank Vice President Eric Friedman and Chief Financial Officer Veronica Zeichner for agreeing to assume new and expanded leadership responsibilities for many of the areas that Dr. Pando previously supervised, and I believe that the model for our leadership team that is taking shape will serve the College exceedingly well going forward.*

*And I welcome the opportunity to work directly with two very dedicated and successful colleagues, Dean of Enrollment Lisa Dougherty and Dean of Student Services Michael Reimer, who have now joined our Cabinet.*

*I also look forward to meeting regularly with the officers of our All-College Council and our four Collective Bargaining Associations; with a newly established President's Executive Council; and I look forward to monthly Town Hall Meetings to which everyone is invited.*

*Our most immediate priority is Middle States reaccreditation, which is clearly Priority #1 since this is the year of our Decennial review. We are making good progress but much more work remains to be done. I thank Senior Vice President Eric Friedman for assuming the role of Accreditation Liaison Officer, and all of our Strategic Planning Committee members for their outstanding work.*

*Other early priorities include Strategic Enrollment Management; enhanced employee search and workforce management and support processes; and progress in improving and further integrating our marketing, website and communications strategies to bring added visibility to the College's inspirational programs and services.*

*Last week I was honored to attend a graduation celebration for the first cohort of HCCC students to complete our new Associate of Science in Radiography degree program. That ceremony, attended by proud family members, faculty, staff and others, was nothing short of inspirational as we witnessed the transformational and life-changing impact of this achievement in the lives of the students and their families. There was excitement and enthusiasm on the faces of those students and family members!*

*Events such as this remind all of us why we are involved in College life. I want to congratulate and thank Dr. Friedman, Dean of Instruction Dr. John Marlin, Associate Dean of Nursing and Health Science Catherine Sirangelo, and Radiography Program Director Suzanne Novy, for their leadership in transitioning this new program from our long-standing partnership with Christ Hospital CarePoint's School of Radiography to Hudson County Community College.*

*I can't do justice to the myriad of other inspirational things that happen at this College day in and day out, but allow me to mention just a few additional and recent points of pride.*

*The Research and Development Council of New Jersey has awarded Merit Scholarships to eight Hudson County Community College STEM majors and HCCC Chapter of Phi Theta Kappa International Honor Society members: Nghia Vo, Ngoc Yen Nhi Vo, Ann Boby Mathews, Sarra Hayoune, Said Koubane, Abderahim Salhi, Lauren Choi, and Fardeen Syed.*

*The luncheon honoring our eight students and seven students from other colleges was held recently at Princeton University. Yes, you heard that right. Over half of the 2018 New Jersey Merit Scholarship recipients are Hudson County Community College students!*

*And Phi Theta Kappa members Virti Shah and Sarra Hayoune recently presented their National Science Foundation Research projects at Queensborough Community College. Sarra is conducting research at the American Museum of Natural History, and Virti is working at Queensborough Community College. We also salute Phi Theta Kappa Advisor, Professor of Mathematics Theodore Lai, who has done exceedingly fine work in leading and supporting these and so many more of our talented students!*

Our annual HCCC Foundation Golf Outing – the 16<sup>th</sup> annual event and one of four major fundraisers sponsored by the Foundation – was a great success. More than 100 golfers attended the event on Monday, July 9<sup>th</sup> at the Forest Hill Field Club in Bloomfield, and more than \$71,000 was raised for scholarships. Thanks and congratulations to Vice President for Planning and Development Dr. Nicholas Chiaravalloti, Foundation Chair Richard Mackiewicz, Planning and Development Assistant Mirta Sanchez, and a most dedicated planning committee of 11 Foundation Board members and others.

I'm pleased to share that this fall we will begin several new programs, which are important new opportunities to serve our region and grow our enrollment. These include associate degrees in Addiction Counseling, Homeland Security, Exercise Science, Medical Sciences Pre-Professional, and Medical Billing and Coding. I thank the many faculty and staff colleagues who developed these programs that address high-priority needs in our community and beyond.

We have a team that is busy preparing our application to become a pilot site for the initial offering of \$20 million in state-funded financial aid for students from low-income families. As you are aware, it is expected that between 8 and 12 of New Jersey's 19 community colleges will receive funding for spring 2019 through the new Community College Opportunity Grant program. The initial focus for the pilot colleges will be serving current students whose needs exceed what federal Pell funding is able to provide. I want to especially thank our colleagues Nicholas Chiaravalloti, Jerry Trombella, Sean Kerwick, Dorothea Graham King, Lisa Dougherty, Jennifer Christopher, Pam Bandyopadhyay, Sheila Dynan, Sylvia Mendoza, John Marlin, Michael Reimer and Chris Wahl for their leadership. I'll be meeting with New Jersey Council of County Colleges President Aaron Fichtner at HCCC this Friday to discuss this and other initiatives, and we'll keep you informed.

Trustees, I'm honored to be your president and thank you again for your trust. I look forward to working with all of you and to a long and productive relationship in support of our students and our community.

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

1. Minutes of the Regular Meeting of June 12, 2018
2. Gifts, Grants and Contract Report

The College has made the following grant & contract proposals:

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

AGENCY: New Jersey Department of Education

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

COLLEGE ADMINISTRATOR: Dayneesa McMillan

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$817,247



3. *Middle States Self Study Update August 2018*



Hudson County Community College  
Decennial Self Study Update  
August 2018

- *In July, Dr. Reber announced to the College community that the role of Accreditation Liaison Officer will transition to Dr. Eric Friedman, Senior Vice President for Academic Affairs.*
- *Cabinet Members, Co-Chairs, and the Dean of Institutional Research and Planning have been provided with the initial rough draft of the Self-Study report for comments and feedback.*
- *Dr. DeRionne Pollard, President of Montgomery College, Chair of the Evaluation Team for Middle States, will be on our campus during for a Preliminary Visit on November 9, 2018. A detailed agenda is being developed.*
- *The first revised draft of the Self-Study will be shared with the Core Committee and Steering Committee at the end of August. The draft will be distributed to the College community in September for review and feedback.*
- *The full team visit will take place starting Sunday evening, March 31, 2019 and will conclude on Wednesday, April 3, 2019. A detailed agenda is being developed.*
- *A status update will be provided to the college community during College Service Day on August 29.*

*Introduced by: Karen Fahrenholz*

*Seconded by: Jeanette Peña*

*9 Ayes.....0 Nays*

*Resolution Adopted*

**VII.**

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

1. *Resolution for Awarding Contract for Culinary Arts Center Sidewalk Repair to S. Batata Construction, Inc.,*
2. *Resolution Authorizing the Purchase of Climate Control Services and HVAC Services for the College,*
3. *Resolution Authorizing the Purchase of Generator Service Contract for the College Library, the North Hudson Campus and the STEM building,*
4. *Resolution Awarding Food Services Contract with FLIK,*
5. *Clinical Affiliation Agreement between City Medical of Upper East Side PLLC and HCCC for the Radiology Technologist Program,*
6. *Resolution Authorizing Temporary Staffing for Human Resources Department,*

7. Resolution to Authorize Participation in the E&I Cooperative Services Purchasing Cooperative,
8. Resolution to Award the Office Supplies Contract through the E&I Cooperative Services Purchasing Cooperative,
9. Resolution Authorizing the Parking Authority Contract Renewal for Campus Parking,
10. Renewal of College's Campus-Wide Software License Agreement for FY19,
11. Resolution to Approve Hudson County Community College Website Redesign Budget,
12. Resolution to Authorize Participation in the Educational Services Commission of New Jersey Cooperative (ESCNJ),
13. Resolution to Award the Apple computer products and services contract through the Educational Services Commission of New Jersey Cooperative (ESCNJ),
14. Resolution to fund new Dell computers for the Criminal Justice Department and Business Labs (Journal Square),
15. Resolution to Award Contract to Bloomberg Finance L.P. for Bloomberg Terminal Software for the Business Labs at the Jersey City campus,
16. Resolution to Award Transportation Contract to Trans-Ed, Inc.,
17. Resolution Authorizing the Purchase of a Subscription to Retention & Career Services Management Software for Student Use, and
18. Resolution to Award third party collection service contracts to Transworld Systems, Inc. and Allied Account Services, Inc.

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

9 Ayes.....0 Nays

Resolution Adopted

## VIII.

### PERSONNEL RECOMMENDATIONS

#### 1. RESIGNATIONS

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

#### 2. APPOINTMENT OF FACULTY

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Eric Adamson	Tenure Track Instructor, English	8/15/2018	\$44,217.00 (pro-rated)
Gihan Nakhla	Tenure Track Instructor, Medical Assisting	8/15/2018	\$44,217.00 (pro-rated)
Gilda Reyes	Tenure-Track Instructor, Romance Languages	8/15/2018	\$44,217.00 (pro-rated)

### 3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Mohammed Ansari	Senior PC Technician	8/15/2018	\$45,000.00 (pro-rated)
Aya Badr	Biology & Chemistry Lab Technician	8/20/2018	\$30,000.00 (pro-rated)
Jonathan Bowman	Counselor	8/15/2018	\$48,000.00 (pro-rated)
James Cox	Librarian	9/4/2018	\$47,000.00 (pro-rated)
Ricardo Janvier	Counselor	8/15/2018	\$48,000.00 (pro-rated)
Aisha Javed	Student Financial Aid Assistant	8/15/2018	\$30,600.00 (pro-rated)
Kathleen Meehan-Hart	Lecturer/Clinical Specialist, Maternal and Child Care	8/15/2018	\$65,000.00 (pro-rated)
Kenneth Melewski	Help Desk Manager	8/15/2018	\$55,000.00 (pro-rated)
Colin Moore	PC Technician	8/15/2018	\$32,000.00 (pro-rated)
Kathleen Smith-Wenning	Director, Health Related Programs	8/15/2018	\$75,000.00 (pro-rated)

### 4. TEMPORARY FULL-TIME ASSIGNMENT

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

### 5. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

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



<i>Rachid Bouayad</i>	<i>Instructor, Mathematics</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>
<i>Mohammad Suhail Butt</i>	<i>Instructor, Biology</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>
<i>Carlos Abel Gomez</i>	<i>Instructor, Chemistry</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>
<i>Paula Jones-Watson</i>	<i>Instructor, English</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>
<i>Victor Moruzzi</i>	<i>Instructor, Culinary Arts</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>
<i>Sibyl Ponder</i>	<i>Instructor, Academic Foundations English</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>
<i>Nicholetta Prince</i>	<i>Instructor, Criminal Justice</i>	<i>8/15/2018 12/19/2018</i>	<i>\$22,108.50 (pro-rated)</i>

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

**NEW PART TIME HIRES**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
CONTLA	HAIDE	AVP ACADEMIC AFFAIRS	OFFICE ASSISTANT	OFFAST-101005	C. WAHL
PATIL	HARSHAL	ITS	ISTR LAB ASSISTANT	ISTLAB-253025	D. PEREZ
MEHIRICHI	IBTISSAM	EOF	PEER COUNSELOR	PEERCN-150520	T. HARRIS
RIBAS	BRIAN	DEAN OF INSTRUCTION	OFFICE ASSISTANT	OFFAST-101014	J. MARLIN
RAMIREZ	JENNIFER	FINANCE	PT ACCT REC/BURSAR CLERK	PTACBUR-253015	L. LANG
BRYANT	SARAH	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
CHAVARRIA	CHRISTOPHER	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
MAZZEI	PETER	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
ROMULUS	KIMBERLY	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
SORIANO	LESLIE	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
ZAMBRANO	KATHERINE	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
HAMZA	OMAR	ENROLLMENT SERVICES	PT OFFICE ASSISTANT	OFFAST-200525	S. BULLOCK
LEMA	ADAM	GRANTS	OFFICE ASSISTANT	OFFAST-601084	J. LOWE
TURNER	BRIDGET	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
PEREZ	KIMBERLY	FAC & STAFF DEVELOPMENT	PT STUDENT ASSISTANT	STUAST-252005	L. WILLIAMS
ORBACH	RYAN	HUMANITIES	OFFICE ASSISTANT	OFFAST-101021	P. CAFASO
WARREN	DERMEL	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
MERLINO	ADELE	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL

**CONTINUING PART TIME HIRES**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ALVERNA	RUBADAU	LEAP	PT LEAP COORDINATOR	PTCORLP-101005	J. RODRIGUEZ
GARCIA	RAUL	EOF	PT TUTOR	TUTOR-603038	T. HARRIS
TELLEZ	BIANELLY	EOF	PT TUTOR	TUTOR-603038	T. HARRIS
OSORIO	CHRISTOPHER	ITS	PT INSTR LAB ASSIST	ISTLAB-253025	D. PEREZ
ASJAD	NAIMA	ADJ ACADEMIC SUP SVCS	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
ASJAD	NAIMA	ADJ ACADEMIC SUP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KANTER	DEBORAH	ADJ ACADEMIC SUP SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ASJAD	NAIMA	GRANTS	PUP TUTOR	TUTOR-601084	P. BANDYOPADHYAY
CANIGLIA	JOSEPH	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
DELGADO	CLAUDIA	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
MITTLEMAN	MARC	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
NASRI	SOUMEYA	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY
CHITTY	SHAWN	BUS, CUL & HOSP	RECEIVING CLERK	RECLERK-101030	P. DILLON
ACOSTA	ADAEL	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
WARREN	DERMEL	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
ALVERANGA (PACHECO)	AJA	ENGLISH & ESL	OFFICE ASSISTANT	OFFAST-101040	E. NESIUS

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

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

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

*Michael Vaughn will receive a stipend not to exceed \$5000 during FY19 in recognition of the additional duties performed associated with social media and texting support of College enrollment.*

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

Alexa Riano will receive a stipend of \$500 per month from 07/01/2018 to 02/28/2019 in recognition of additional and essential duties performed by providing a centralized clearinghouse for all of the College's accreditation documents, coordinating the editing processes of said documents, and hyper-linking all appendix documents to the master document.

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

Amanda Shaffer will provide consulting services for search committee training and updated recruitment procedures at the rate of \$2,400.00 per day plus travel and this engagement will begin August 14, 2018 and end September 30, 2018, and the total compensation will not exceed \$7,500.00.

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

Ruddys Andrade will partner with the College to provide grant writing, editing services and consulting services commencing August 1, 2018 and ending September 30, 2018, and the total compensation will not exceed \$15,000.

Introduced by: Joanne Kosakowski

Seconded by: Pamela Gardner

9 Ayes.....0 Nays

Resolution Adopted

IX. **ACADEMIC AND STUDENT AFFAIRS - None**

X. **NEW BUSINESS**

1. **PUBLIC REVIEW - HUDSON COUNTY COMMUNITY COLLEGE – CARL D. PERKINS AUDIT JULY 1, 2015 THROUGH JUNE 30, 2016.**

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

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

9 Ayes.....0 Nays

Resolution Adopted



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

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

**1. Resolution for Awarding Contract for 168 Sip Ave HVAC Rooftop Replacement to Industrial Cooling Corporation**

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.1, et seq., the Hudson County Community College ("College") held a public bid opening on July 26, 2018, for the 168 Sip Avenue HVAC Rooftop Replacement Project ("Project"); and,

**WHEREAS**, the College received nine (9) bids for the 168 Sip Ave HVAC Rooftop Replacement as follows:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Industrial Cooling Corporation	Metuchen, NJ	\$393,000.00
Binsky Services	Piscataway NJ	\$409,000.00
Epic Mechanical Inc	Neptune, NJ	\$420,175.00
C. Dougherty & Co.	Paterson, NJ	\$453,000.00
WHL Enterprises	Metuchen, NJ	\$465,000.00
EACM Corporation	Sea Bright, NJ	\$480,000.00
Echelon Services LLC	Newton, NJ	\$481,900.00
Liberty Mechanical Inc	Newark, NJ	\$515,187.00
AMCO Enterprises	Kenilworth, NJ	\$542,000.00; and,

**WHEREAS**, the College has determined Industrial Cooling Corporation to be the lowest responsible bidder; and,

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

**WHEREAS**, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend an award of a contract for the Project to Industrial Cooling Corporation;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby awards a contract for the 168 Sip Avenue HVAC Rooftop Replacement project to Industrial Cooling Corporation in the amount of Three Hundred Ninety-Three Thousand Dollars (\$393,000.00);

**BE IT FURTHER RESOLVED**, that the bid securities of all but the three lowest bidders shall be returned, if requested;

**BE IT FURTHER RESOLVED**, that the Administration is authorized to work with Counsel to make sure that the contract for the Project is prepared and forwarded to Industrial Cooling Corporation, and that all documents required by the Project specifications are obtained;

**BE IT FURTHER RESOLVED**, that upon the approval of Industrial Cooling Corporation's performance bond, the bid securities of the remaining bidders shall be returned;

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

**2. Resolution for Awarding Contract for Cooling Tower Replacement at 161 Newkirk Street to Liberty Mechanical Inc.**

**WHEREAS**, on July 26, 2018, the Hudson County Community College ("College") held a public bid opening for the Cooling Tower Replacement at 161 Newkirk Street, Jersey City, New Jersey project (the "Project"); and,

**WHEREAS**, the College received Seven (7) bids for this Project:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Binsky Services	Piscataway NJ	\$174,000.00
Liberty Mechanical Inc	Newark, NJ	\$234,500.00
C. Dougherty & Co.	Paterson, NJ	\$237,000.00
AMCO Enterprises	Kenilworth, NJ	\$242,000.00
WHL Enterprises	Metuchen, NJ	\$243,500.00
Epic Mechanical Inc	Neptune NJ	\$257,000.00
EACM Corporation	Sea Bright, NJ	\$270,000.00, and,

**WHEREAS**, the lowest numerical bid submitted by Binsky & Snyder Service, LLC contained conditions different from the College's bid specifications for the Project; and,

**WHEREAS**, the College has determined that the Binsky & Snyder Service, LLC bid does not conform to the Project specifications; and,

**WHEREAS**, N.J.S.A. 18A:64A-25.15 permits the College to reject any bid which does not conform to the specifications furnished therefore; and,

**WHEREAS**, the College has determined that Liberty Mechanical, Inc, is the 2<sup>nd</sup> lowest responsible bidder; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Hudson County Community College, that pursuant to N.J.S.A. 18A:64A-25.15, the bid of Binsky & Snyder Service, LLC is rejected on the basis that the bid does not conform to the specifications for the Project;

**BE IT FURTHER NOW RESOLVED**, that the Board of Trustees of Hudson County Community College hereby awards a contract for 161 Newkirk Street Cooling Tower Replacement to Liberty Mechanical, Inc in the amount of Two Hundred Thirty-Four Thousand and Five Hundred Dollars (\$234,500.00) required by the specifications;

**BE IT FURTHER RESOLVED**, that in accordance with the provisions of the County College Contracts Law, the Board of Trustees hereby awards a contract for the 161 Newkirk Street Cooling Tower Replacement to Liberty Mechanical, Inc.

**3. Approval of Maintenance Contract for Culinary RTAC Chillers**

**WHEREAS**, the College owns two Chiller RTAC Machines that are responsible for the AC air quality service in the Culinary building and require routine maintenance to ensure efficiency; and



**WHEREAS**, a two-year contract price for the maintenance work has been quoted by Trane at a cost not to exceed \$15,000 per year; and,

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

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

**WHEREAS**, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend this contract;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards Trane a contract to provide the routine maintenance services on the Culinary Building Chiller Machines at a cost not to exceed \$15,000 per year for two years;

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

#### **4. Approval of Water Chemical Treatment Services for FY 2019**

**WHEREAS**, the College water systems need to be maintained to prevent corrosion, deposits, and microbiological growth creating the need for repairs; and,

**WHEREAS**, the price of these maintenance and treatment services were quoted by Trane at a cost not to exceed \$6,436 for Fiscal Year 2019; and,

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

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

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

**NOW THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards Trane a contract to provide the water treatment services at a cost not to exceed \$6,436 for Fiscal year 2019;

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

#### **5. Resolution Authorizing the Award of Exterminating Services for Facilities Department**

**WHEREAS**, the College has a need to contract for exterminating services for the college; and,

**WHEREAS**, Bayonne Exterminating, of Bayonne New Jersey provided a proposal to deliver these services at a cost not to exceed \$28,030; and,

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

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

**WHEREAS**, the anticipated term of this contract is Fiscal Year 2019; and,



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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards a contract to Bayonne Exterminating to provide exterminating services at a cost not to exceed \$28,030;

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

**6. Addendum Agreement for Elevator Maintenance Services by Thyssenkrupp Elevator Corporation**

**WHEREAS**, the Hudson County Community College ("College") has an existing elevator maintenance services agreement with Thyssenkrupp Elevator Corporation ("Thyssenkrupp"); and,

**WHEREAS**, effective July 1, 2018, the College no longer required service for 2 elevators located in the 25 Pathside building and 1 elevator located in the 81 Sip Avenue building; and,

**WHEREAS**, starting October 1, 2018, the College requires service for 3 elevators located in the STEM building at 263 Academy Street; and,

**WHEREAS**, based upon the College's needs, Thyssenkrupp provided a proposal to change the services as follows:

1. For the period of July 1, 2018 through September 30, 2018, Thyssenkrupp agreed to reduce its total monthly invoice by \$600.00 per month, for a total monthly fee of \$4,730.00 per month for this time period; and,
2. Starting October 1, 2018, Thyssenkrupp proposes to provide services for the 3 new elevators in the STEM building for \$1,110.00 per month; and,
3. Starting October 1, 2018, Thyssenkrupp's new monthly amount for the maintenance of all elevators under the contract shall be \$5,840.00 per month, for a total annual contract amount of \$70,080.00; and,

**WHEREAS**, the Administration, Finance Committee, and the Capital Projects Advisory Committee recommend the change to Thyssenkrupp's contract;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Trustees for the Hudson County Community College, that Thyssenkrupp's contract be amended consistent with the terms set forth above;

**BE IT FURTHER RESOLVED**, that the Administration is authorized to take all steps necessary to effectuate the purposes of this resolution, including the execution of an addendum to Thyssenkrupp's contract.

**7. Resolution Approving Contract for Floor Mat Cleaning Services**

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

**WHEREAS**, the Cooperative had requested bids for floor mat cleaning services for all E&I Cooperative members participating in the Cooperative; and,

**WHEREAS**, Cintas won the bid and will provide services starting September 1, 2018 through the 2019 Fiscal year; and,

**WHEREAS**, the anticipated total cost for Fiscal year 2019 is not to exceed \$32,850; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards Cintas a contract to provide the mat cleaning services at a cost not to exceed \$32,850 for Fiscal Year 2019;

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

**8.      *Articulation Agreement between Hudson County Community College and the Hudson County Department of Corrections and Rehabilitation for the Criminal Justice Program***

**WHEREAS**, Hudson County Community College ("College") offers a degree in Criminal Justice; and,

**WHEREAS**, the Hudson County Department of Corrections and Rehabilitation ("HCDC") has approached the College about entering into an articulation agreement whereby students who graduate from the HCDC's Basic Course for Corrections Officers, and who enroll at the College, will be eligible to receive credit for certain College courses (up to 9 credits); and,

**WHEREAS**, the HCDC has provided a form of articulation agreement setting forth the terms and conditions of the articulation program and the eligible courses; and,

**WHEREAS**, the College Administration has reviewed the articulation agreement and the articulation program and recommends that same be approved;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby approve the Articulation Agreement with the HCDC;

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

**9.      *Articulation Agreement between Hudson County Community College and the Jersey City Police Department for the Criminal Justice Program***

**WHEREAS**, Hudson County Community College ("College") offers a degree in Criminal Justice; and,

**WHEREAS**, the Jersey City Police Department ("JCPD") has approached the College about entering into an articulation agreement whereby students who graduate from the JCPD's Basic Course for Police Officers, and who enroll at the College, will be eligible to receive credit for certain College courses (up to 15 credits); and,

**WHEREAS**, the JCPD has provided a form of articulation agreement setting forth the terms and conditions of the articulation program and the eligible courses; and,

**WHEREAS**, the College Administration has reviewed the articulation agreement and the articulation program and recommends that same be approved;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby approves the Articulation Agreement with the JCPD;

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

**10. Resolution Authorizing the Award of a Food Services and Supplies Vendor for Culinary Arts Department**

**WHEREAS**, the College has a need to purchase food cleaning supply products for the Culinary Arts Department; and,

**WHEREAS**, the service is exempt from bidding Pursuant to N.J.S.A 18 A:64A-25.5(7); and,

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

**WHEREAS**, Sysco Food Service of Jersey City, New Jersey is the proposed vendor to provide these supplies at a cost not to exceed \$50,000; and,

**WHEREAS**, the cost of these 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 award a contract to Sysco Food Service to provide the supplies at a cost not to exceed \$50,000 for Fiscal Year 2019;

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

**11. Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts Department**

**WHEREAS**, the College has a need to purchase various specialty foods for the Culinary Arts Department; and,

**WHEREAS**, this service is exempt from bidding pursuant to N.J.S.A 18A:64A-25.5(7); and,

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

**WHEREAS**, Baldor Specialty Foods, Inc. of Bronx, New York, is the proposed vendor to provide these specialty food products at a cost not to exceed \$70,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Baldor Specialty Foods to provide the specialty food products at a cost not to exceed \$70,000 for Fiscal Year 2019;

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

**12. Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department**

**WHEREAS**, the College has a need to purchase various specialty seafood products for the Culinary Arts department; and,

**WHEREAS**, the service is exempt from bidding Pursuant to N.J.S.A 18 A:64A-25.5(7); and,

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

**WHEREAS**, Blue Ribbon Fish Co. Inc. of Bronx, New York is the proposed vendor to provide these specialty food products, at a total cost not to exceed \$50,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Blue Ribbon Fish Co. to provide the specialty food products at a cost not to exceed \$50,000 for Fiscal Year 2019;

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

**13. Resolution Authorizing the Award of a Dairy/Food Vendor for Culinary Arts Department**

**WHEREAS**, the College has a need to purchase various dairy products for the Culinary Arts Department; and,

**WHEREAS**, the service is exempt from bidding Pursuant to N.J.S.A 18 A:64A-25.5(7); and,

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

**WHEREAS**, Dairyland USA corporation of Bronx, New York is the proposed vendor to provide these dairy products at a total cost not to exceed \$65,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Dairyland USA to provide the dairy food products at a cost not to exceed \$65,000 for Fiscal Year 2019;

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

**14. Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Institute**

**WHEREAS**, the College has a need to purchase various meat products for the Culinary Arts Program; and,



**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(7); and,

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

**WHEREAS**, Green Tree Packing Co. of Passaic, New Jersey is the proposed vendor to provide these meat products at a total cost not to exceed \$35,000; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College award a contract to Green Tree Packing Co. to provide the specialty meat products at a cost not to exceed \$35,000 for Fiscal Year 2019;

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

**15. Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for Culinary Arts**

**WHEREAS**, the College has a need for various food services, equipment and supplies products for the Culinary Arts department during the year; and,

**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(7); and,

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

**WHEREAS**, M. Tucker Co., Inc. of Paterson, NJ, is the proposed vendor to provide these supplies, at a total cost not to exceed \$50,000; 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 M. Tucker Co. Inc. to provide the supplies products at a cost not to exceed \$50,000 for Fiscal Year 2019;

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

**16. Resolution Authorizing the Audit of the Perkins Grant**

**WHEREAS**, the Department of Education, Office of Fiscal Accountability and Compliance ("OFAC") has completed a fiscal audit of the postsecondary Carl D. Perkins Grants of the Hudson County Community College ("College") for the period July 1, 2015 through June 30, 2016; and,

**WHEREAS**, OFAC issued its findings to the College; and,

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

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby certifies that the OFAC findings were discussed in a public meeting;

**BE IT FURTHER RESOLVED**, that the Board of Trustees hereby approves the corrective action plan which addresses the issues raised in the undisputed findings, and which corrective action plan will be maintained in the Office of the College Controller.

**17. Award of Comprehensive Assessment and Review Program for Nursing Program**

**WHEREAS**, the College has a need to purchase an assessment and review program to be used throughout the Nursing Program; 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 2019; and,

**WHEREAS**, the ATI of Leawood, Kansas program 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 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 authorizes 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.

**18. Award of Review and Testing Course for Nursing Program to Kaplan**

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

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

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

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

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

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (4) and (19), the procurement of the Review Course is exempt from public bidding; and,



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

**WHEREAS**, the Administration recommends the award of a contract to Kaplan;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson Community College hereby awards a contract to Kaplan, Inc. for the Review Course for the tuition fees set forth above;

**BE IT FURTHER RESOLVED** that the Administration is authorized to take all actions necessary to effectuate the purposes of this Resolution, including the execution of the contract with Kaplan.

**19. Resolution to Purchase Cisco Firewall Security Software**

**WHEREAS**, there is a need 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, New Jersey is an approved vendor to provide firewall security software under the Union County Cooperative Pricing Agreement; and,

**WHEREAS**, Johnston Communications has provided pricing through the cooperative to provide the 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 through the Union County Cooperative Pricing Agreement;

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

**20. Resolution to Authorize the Purchase of Equipment Inventory Management Software for the IT Department**

**WHEREAS**, the College wishes to purchase equipment inventory management software; and,

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

**WHEREAS**, Quest Software Inc. of Aliso Viejo, CA provided a proposal to deliver these services at a cost not to exceed \$18,124; and,

**WHEREAS**, the anticipated term is September 1, 2018 until July 31, 2019; and,

**WHEREAS**, the cost of this software will be funded from the Operating Budget; and,

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

**NOW THEREFORE, BE IT RESOLVED**, the Board of Trustees of Hudson County Community College authorize the College to purchase the software from Quest Software, Inc., at a cost not to exceed \$18,124;

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

**21. Affiliation Agreement Between Clara Maass Medical Center and HCCC**

**WHEREAS**, the College currently offers an approved Registered Nursing Program and desires to develop a clinical affiliation with Clara Maass Medical Center for purposes for providing a clinical experience for students; and,

**WHEREAS**, clinical education and experience is a required and integral component of the Curriculum; and,

**WHEREAS**, these clinical sites require an Affiliation Agreement stipulating the roles, responsibilities, physical requirements and other terms of the agreement covering students and faculty; and,

**WHEREAS**, the College desires to develop a clinical affiliation with Clara Maass Medical Center at 1 Clara Maass Drive, Belleville NJ; and,

**WHEREAS**, the anticipated term is two years commencing September 1, 2018 and remaining in effect until August 31, 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 authorize the College to enter into this affiliation agreement with Clara Maass Medical Center for the purposes of clinically educating Hudson County Community College students;

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

**22. Resolution to Authorize the Purchase of Self Service Analytical Data Software for Student Retention & Success to Rapid Insight Inc.**

**WHEREAS**, the College wishes to purchase Self Service Analytical Data Software ("Veera"); and,

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

**WHEREAS**, Rapid Insight Inc. of Conway, NH provided a proposal to deliver these services at a cost not to exceed \$48,850; and,

**WHEREAS**, the anticipated term is September 1, 2018 until August 3, 2021; and,

**WHEREAS**, the anticipated term of the contract is 3 years, renewing annually (year 1: \$20,950; year 2: \$13,950; year 3: \$13,950); and,

**WHEREAS**, the cost of this software will be funded from the Picking Up The Pace Grant; and,

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



**NOW THEREFORE, BE IT RESOLVED**, the Board of Trustees of Hudson County Community College authorizes the College to purchase the Veera software from Rapid Insight, Inc. at a cost not to exceed \$48,850;

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

**23. Resolution to Authorize Agreement with National Student Clearinghouse for Reverse Transfer Students**

**WHEREAS**, Reverse Transfer is the transfer of student credits from a four-year institution to any two-year institution from which a student transferred; and,

**WHEREAS**, students transfer to a four-year institution from Hudson County Community College prior to completing a Certificate or Associate Degree program; and,

**WHEREAS**, the National Student Clearinghouse ("NSC") of Herndon, Virginia has proposed an agreement to provide a Reverse Transfer Student program at no additional cost to the college or the student; and,

**WHEREAS**, the NSC will facilitate the exchange of student transcript data between four-year institutions and Hudson County Community College; and,

**WHEREAS**, the Hudson County Community College Enrollment Office will evaluate the received transcripts to determine whether a credential can be awarded in "reverse transfer;" and,

**WHEREAS**, the College Administration has reviewed the Reverse Transfer Student Agreement and recommends that same be approved;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby approves the Reverse Transfer Student Agreement with National Student Clearinghouse;

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

**24. Resolution to Award Public Relations Support**

**WHEREAS**, it has been determined that the College should use external services for public relations support, pursuant to the Business Entity Disclosure Process; and,

**WHEREAS**, the anticipated term of this contract is one year beginning July 1, 2018 and ending June 30, 2019; and,

**WHEREAS**, it has been further determined that Jones & Associates Communications, Inc. of Jersey City, New Jersey will provide public relations support services for \$7,500 per month (\$90,000 annualized); and,

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

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

**NOW THEREFORE, BE IT RESOLVED**, the Board of Trustees of Hudson County Community College authorizes the College to enter into agreement with Jones & Associates Communications, Inc. to provide public relations support services at a cost not to exceed \$7,500 per month and \$90,000 annually;

**BE IT FURTHER RESOLVED**, that the College's Administration is authorized to take all steps necessary to effectuate the purposes of this resolution pending legal review of the contract.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-24**: 1) Resolution for Awarding Contract for 168 Sip Ave HVAC Rooftop Replacement to Industrial Cooling Corporation, 2) Resolution for Awarding Contract for Cooling Tower Replacement at 161 Newkirk Street to Liberty Mechanical, Inc., 3) Approval of Maintenance Contract for Culinary RTAC Chillers, 4) Approval of Water Chemical Treatment Services for FY 2019, 5) Resolution Authorizing the Award of Exterminating Services for Facilities Department, 6) Addendum Agreement for Elevator Maintenance Services by Thyssenkrupp Elevator Corporation, 7) Resolution Approving Contract for Floor Mat Cleaning Services, 8) Articulation Agreement between Hudson County Community College and the Hudson County Department of Corrections and Rehabilitation for the Criminal Justice Program, 9) Articulation Agreement between Hudson County Community College and the Jersey City Police Department for the Criminal Justice Program, 10) Resolution Authorizing the Award of a Food Services and Supplies Vendor for Culinary Arts Department, 11) Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts Department, 12) Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department, 13) Resolution Authorizing the Award of a Dairy/Food Vendor for Culinary Arts Department, 14) Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Institute, 15) Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for Culinary Arts, 16) Resolution Authorizing the Audit of the Perkins Grant, 17) Award of Comprehensive Assessment and Review Program for Nursing Program, 18) Award of Review and Testing Course for Nursing Program to Kaplan, 19) Resolution to Purchase Cisco Firewall Security Software, 20) Resolution to Authorize the Purchase of Equipment Inventory Management Software for the IT Department, 21) Affiliation Agreement Between Clara Maass Medical Center and HCCC, 22) Resolution to Authorize the Purchase of Self Service Analytical Data Software for Student Retention & Success to Rapid Insight, Inc., 23) Resolution Authorizing Agreement with National Student Clearinghouse for Reverse Transfer Students, and 24) Resolution to Award Public Relations Support.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Adrienne Sires

**DATE:** September 11, 2018

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 9-11-18  
Signature of Recorder Date



HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ricardo Janvier	Counselor	8/24/2018

**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

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Victoria Marino	Director of Career Services	9/24/2018	\$65,000.00 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Priyanka Naik	Secretary	9/12/2018	\$32,000.00 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Omar K. Williams	Manager of Web & Portal Services	9/12/2018	\$55,000.00 (pro-rated)

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

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

3. MODIFICATIONS OF STAFFING TABLE FOR FY 2019 EFFECTIVE SEPTEMBER 11, 2018

**SECTION ONE:**  
**DELETE TITLES**

Assistant to the SVP for NHC and Student and Educational Services  
Assistant Vice President for Development  
Associate Professor, Nursing and Health Services  
Chief Financial Officer  
Coordinator, Academic Assessment  
Coordinator, Tutoring  
Data/Telecommunications Manager

Director, Enrollment (NHC)  
 Director, Financial Reporting and Budget  
 Human Resource Assistant  
 Jr. Systems Administrator  
 Senior Vice President for Academic Affairs  
 Senior Vice President for NHC and Student and Educational Services  
 Web Portal Administrator

**SECTION TWO:**  
**ADD TITLES**

Executive Vice President and Provost (Attachment A)  
 Vice President for Business and Finance/CFO (Attachment B)  
 Vice President for Human Resources (Attachment C)

**SECTION THREE:**  
**CHANGE TITLE WITH INCUMBENTS**

<b><u>NAME</u></b>	<b><u>TITLE CHANGES</u></b>
Eric M. Friedman	FROM: Senior Vice President for Academic Affairs TO: Executive Vice President and Provost
Veronica Zeichner	FROM: Chief Financial Officer TO: Vice President for Business and Finance/CFO

**SECTION FOUR:**  
**SALARIES IMPACTED BY STAFF TITLE CHANGES**

**Confidential Employees**

Eric M. Friedman	Executive Vice President and Provost Salary: From: \$167,776.00 To: \$200,000.00
Veronica Zeichner	Vice President for Business and Finance/CFO Salary: From: \$151,540.00 To: \$175,000.00

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modifications of Staffing Table For FY 2019 above as Personnel Recommendation Item No. 3.

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: SEPTEMBER 11, 2018 – DECEMBER 19, 2018**

**NEW PART TIME HIRES**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
BROWN	KAILAH	FINANCE	PT ACCTS PAYABLE CLERK	PTAPCLK-253015	G. SMITH



TORRES	KAYLIXA	BUS, CUL & HOSP	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
DE LOS SANTOS	MASSIEL	HUMANITIES & SOC SCIENCES	ELEC REC/OFFICE ASST	OFFAST-101020	P. CAFASSO
BELLE	ANITA	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
DANISH	PETER	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
FORSBERG	HERBERT	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
HUGGINS	ANGELA	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
JEWELL	SARAH	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
KOTHARI	GARIMA	CONTINUING EDUCATION	PT INSTRUCTOR	CACEINS-102010	C. MIRASOL
PIEDRA	YAREMY	CONTINUING EDUCATION	CUST SERVICE ASST	CSTAST-102010	C. MIRASOL
SALAZAR	NATALIA	CONTINUING EDUCATION	CUST SERVICE ASST	CSTAST-102010	C. MIRASOL
AHMAD	KHAWAJA	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BOBY-MATHEWS	ANN	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BOLANO-DIAZ	AMILY	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BUCHELI	RODRIGO	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CACHO	JUAN	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
IBRAHIM	MOHAMED	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
JAIN	VISHWA	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KANDIL	MAHMOUD	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
LARA	CARLA	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MACAVILCA	LILIANA	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MAIA DE AMORIM	GUSTAVO	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MUSTAFA	YOUSEF	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PERELSON	MAXWELL	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
RYAN	JAMES	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SAFSAFI	ACHRAF	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY

SEGOVIA-VAZQUEZ	KAILYN	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ZAIN	SALAH	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY

**CONTINUING PART TIME HIRES**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
DAOUD	AYA	CONTINUING EDUCATION	PT INSTRUCTOR	PTINST-102010	C. MIRASOL
ROSENBERG	STUART	CTR FOR BUS & INDUSTRY	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
HE	LANLAN	ACADEMIC SUPP SVCS	PT TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DELOOPER	JOHN	LIBRARY	PT LIBRARIAN	PTLRN-150510	D. HARDGROVE
JOSAPHAT	FABIOLA	GRANTS	PT TUTOR	GRATUT-601021	P. BANDYOPADHYAY
MORAN	JENNIFER	BUS, CUL & HOSPITALITY	RECEIVING CLERK	RECLERK-101030	P. DILLON

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-Time Assignments listed above as Personnel Recommendation Item No. 4.

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

LAST NAME	FIRST NAME	DEPARTMENT
EBATO	DAICHI	BUSINESS, CULINARY AND HOSPITALITY
MOSER	RYAN	ENGLISH
O'NEILL	MICHAEL	ENGLISH
HARMAN	EVA	ESL
SEO	JULIE	ESL
TAPIA	REYNALDO	HSS
ALWART	MARGARETH	HSS
KUNIGONIS	LINDA	NURSING AND ALLIED HEALTH
NOKHAL	LAMIAA T.	STEM
LOTFALIANSAREMI	SAJEDEH	STEM
MATEJKO	IRENE	STEM
MANRIQUE	ANTHONY	STEM

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Fall FY 2018 listed above as Personnel Recommendation Item No 5.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Resignation, (2) Appointment of Staff, (3) Modifications of Staffing Table for FY 2019, (4) Appointment of Additional New and Continuing Part-Time Hires, and (5) Appointment of Additional New Hire Adjuncts Fall 2018.

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Bakari Lee

**DATE:** September 11, 2018

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-11-18  
Date



## **POSITION DESCRIPTION**

**Job Title:** Executive Vice President and Provost

**Department:** President's Executive Council/Cabinet Member

**Reports to:** President

### **POSITION SUMMARY:**

Reporting directly to the President, the Executive Vice President and Provost serves as a close advisor and strategic leader on all aspects of College governance and the academic enterprise. The EVP/Provost also serves as the Chief Executive Officer in the absence of the President and the Chief Academic and Operating Officer of the College.

As the Chief Academic Officer of the College, the EVP/Provost provides leadership and direction to the faculty and staff in Academic Affairs and general oversight for the management and operations of the North Hudson Campus. The EVP/Provost is responsible for recommending academic policies designed to foster the mission of the College and for developing and recommending procedures to implement those policies once they are approved. The EVP/Provost shall provide direct supervision to a leadership team including senior managers responsible for credit and non-credit instruction, curriculum design and appropriate support services. The EVP/Provost shall serve as a member of the President's Cabinet, President's Executive Council, and shall cooperate with other Cabinet Officers to assure the effective integration of the operations of the Academic Units with other Units and departments of the College. The EVP/Provost develops strategies for enhancing the diversity of faculty, staff and the student body and creates an environment that supports shared governance and student success. The EVP/Provost serves as HCCC Accreditation Liaison Officer for the Middle States Commission on Higher Education.

### **ESSENTIAL RESPONSIBILITIES:**

1. Provide strategic leadership and direction to Academic Affairs personnel in the review, planning, development and implementation of all credit and non-credit instructional programs and also academic support services.
2. Support a learning centered college by assuring teaching excellence and student success.
3. Serve as a member of the President's Cabinet, President's Executive Council, and cooperate with other members of the Cabinet in developing and implementing coordinated policies to assure the accomplishment of the mission of the College.
4. Oversee the development and evaluation of the curriculum including its design, delivery and assessment and assure that it is in compliance with regulations and guidelines duly established by appropriate departments of the State of New Jersey and relevant accrediting agencies.
5. Administer and supervise the selection, orientation, evaluation, professional development, performance appraisal, and other actions regarding Academic personnel and assure that these are in compliance with College policies and procedures including provisions of applicable Collective Bargaining Agreements.
6. Recommend candidates to the President for appointment to the faculty or other positions.



7. Participate in the development of the College's strategic plan and lead activities to assure that the goals and directions of the Academic Units are consistent with the strategic priorities of the College.
8. Collaborate with the Chief Student Affairs and Enrollment Officers to assure the coordination of academic and student affairs programs and services that promote enrollment, retention and student success.
9. Collaborate with the Chief Information Officer to assure that classroom and online practices and the management of Academic operations reflect current technology.
10. Collaborate with the VP for Business and Finance/CFO to assure that the Academic Affairs budget is developed and managed in accordance with College policies and sound fiscal principles.
11. Collaborate with the College Facilities Officer to assure that teaching and academic support spaces are best set up to promote student learning.
12. Collaborate with the VP/Development in the promotion of academic programs and services, in the application of grants and external funding, and in the conduct of institutional planning and research activities.
13. Collaborate with the VP/Human Resources to assure conformity with personnel policies and provisions of applicable labor contracts.
14. Serve as the principal liaison to the Academic Affairs Governance Committee (All College Council).
15. As Chief Academic Officer, serve as the College's representative to related governmental, professional and other agencies, as appropriate.
16. Maintain current knowledge of relevant laws and regulations of governmental, regulatory and professional agencies and also of emerging trends in community college education.
17. Advise, inform and confer with the President on an ongoing basis about issues in the Academic and other relevant divisions including staff, programs, services, trends, and other issues.
18. As Chief Academic Officer, serve as liaison to other schools, college, and universities in developing partnerships, cooperative programs and articulation agreements as appropriate.
19. Serve as Accreditation Liaison Officer for the Middle States Commission for Higher Education.
20. Provide overall direction to direct reports and, through direct reports, ensure the effective management of departmental staff members. Direct reports include:
  - a. AVP/Academic Affairs
  - b. Dean/Instruction
  - c. Dean/Workforce Development
  - d. Dean/College Libraries
  - e. Executive Director/Online Learning
  - f. Executive Director/North Hudson Campus
  - g. Director/Faculty and Staff Development
  - h. Executive Assistant
21. Perform other duties as assigned by the President.

#### **MANAGEMENT RESPONSIBILITIES:**

- Provide ongoing leadership, advice, training, and guidance to direct reports;
- Ensure proper staffing levels and work distribution. Effectively interact with the Human Resources Department regarding staffing needs, the hiring and termination of department employees, and adherence to established HR policies and procedures by direct reports;
- Conduct and attend staff meetings to promote a constant flow of information, open discussions, knowledge sharing, and to keep staff well-informed;
- Continually assess the performance and technical/professional skill base of all staff; oversee staff recruitment and retention;

- Develop and communicate performance goals, complete performance evaluations within established timeframes; provide feedback, develop and take action on performance improvement plans, and determine and implement necessary disciplinary action, as needed;
- Support the development and career growth of faculty and staff by identifying and providing ongoing training as applicable.

#### **QUALIFICATIONS:**

- An earned doctorate in higher education or an appropriate academic discipline from a regionally accredited institution.
- At least 7 years full-time experience in higher education, which must include: 1) some work in a comprehensive community college; 2) increasingly responsible leadership experience in academic executive management; and 3) some classroom teaching experience.
- Demonstrated leadership in the development and application of instructional technology and distance learning.
- Knowledge, experience and public presence to work effectively with internal and external constituencies including students, staff, trustees and other stakeholders.
- Knowledge, experience and understanding of higher education (more specifically urban community college education), management practices, collective bargaining and the ability to act at the strategic level.
- Significant supervisory experience and the demonstrated ability to work with staff to set goals, to empower and inspire them, and to hold them accountable for results.
- Excellent written and oral communication skills.
- Technological literacy.
- The ability to work effectively in a layered and complex work environment.

#### **Approvals:**

##### Employee Acknowledgement:

PRINT: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

##### Management Name:

PRINT: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

##### Human Resources Name:

PRINT: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_



## **POSITION DESCRIPTION**

**Job Title:** Vice President of Business and Finance/CFO

**Department:** President's Executive Council/Cabinet Member

**Reports to:** President

## **POSITION SUMMARY:**

The Vice President of Business and Finance/CFO serves as the Chief Business Officer of the College and is directly responsible to the President for the management of the College's fiscal, information technology and public safety operations. The Vice President is expected to develop and implement strategies, policies and procedures that will provide for long-term financial strength, innovation in the use of technology and the safety and security of the College environment; as well as ensuring that the College can accomplish its mission as a comprehensive urban community college. The Vice President of Business and Finance/CFO is a strategic financial leader who is a team leader and will assure that sound accounting practices are followed throughout the College. The Vice President of Business and Finance/CFO shall provide supervision and direction to the staff in the Finance Division, Purchasing Department, Information Technology and the Safety and Security Department.

## **ESSENTIAL RESPONSIBILITIES:**

1. Provides strategic leadership, vision and direction in the review, planning, development, and implementation of a transparent and sound fiscal policy for the financial administration of the College.
2. Develops and recommends to the President an annual operating and capital budget in support of the Strategic Plan of the College.
3. As directed by the President, prepares and arranges for the presentation of budgets and monthly reports to the Board of Trustees, government offices, or other agencies as required.
4. Ensures that all recordkeeping and financial reporting requirements are met for internal management, the Board of Trustees, and for external regulatory and governmental agencies as required by law.
5. Cooperates with Federal and State auditors in completing audits of financial records.
6. Supervises all purchasing and contracting in Compliance with College policy and laws of the State of New Jersey, including the purchase of supplies and equipment, construction contracts and contracting for auxiliary services.
7. Responds to and resolves student account problems or complaints to maintain a high level of credibility while demonstrating tact and professionalism at all times.
8. Represents the Office of Business and Finance in matters affecting student financial obligations and initiates procedures and establishes schedules for collecting tuition and fees. The Bursar and staff report to the Controller, whose position reports to the Vice President of Business and Finance/CFO.
9. Prepares student account information for internal and external audits as required by established college, federal and state policies and procedures. Assists accounting staff in the

reconciliation of accounts receivable in SIS to Financial Record System (FRS) general ledger/reconciliation system.

10. Manages, controls, and accounts for all college physical and financial assets, college investments, restricted awards and contracts from federal, state, local government or private sources, and construction and major capital renewal funds provided by state, county, and private sources.
11. As directed by the President, provides staff support to the Board of Trustees Finance Committee.
12. Works in close collaboration with other Vice Presidents and Cabinet/President's Executive Council Officers to ensure the College's objectives relative to its mission are achieved.
13. Serves as appropriate on local, county, state, and national committees representing the College as its Chief Financial Officer.
14. Directs the maintenance, design, and implementation of computerized accounting systems and other information technology. Provides leadership in the development of new data systems and enhancement of existing data systems. Develops and monitors the College's business practices through financial systems and internal control.
15. Oversees the Offices of Information Technology and Safety and Security by providing overall direction to direct reports and, through direct reports, ensures the effective management of departmental staff members.
16. Direct reports include:
  - a. Controller
  - b. Purchasing Officer
  - c. Chief Information Officer
  - d. Director, Safety and Security
  - e. Executive Assistant
17. Perform other duties as assigned by the President.

#### **MANAGEMENT RESPONSIBILITIES:**

- Provides ongoing leadership, advice, training, and guidance to direct reports;
- Ensures proper staffing levels and work distribution. Effectively interacts with the Human Resources Department regarding staffing needs, the hiring and termination of department employees, and adherence to established HR policies and procedures by direct reports;
- Conducts and attends staff meetings to promote a constant flow of information, open discussions, knowledge sharing, and to keep staff well-informed;
- Continually assesses the performance and technical/professional skill base of all staff; oversees staff recruitment and retention;
- Develops and communicates performance goals, completes performance evaluations within established timeframes; provides feedback, develops and takes action on performance improvement plans, and determines and implements necessary disciplinary action, as needed;
- Supports the development and career growth of staff by identifying and providing ongoing training as applicable.

#### **QUALIFICATIONS:**

- Master's Degree in Finance, Accounting or equivalent. CPA desirable.
- A minimum of 7 years of progressively responsible experience, including work at the policy level and supervisory level required.



- Extensive knowledge of business methods and procedures, accounting and auditing systems, and computerized data base financial management applications required. Hands-on capability with a PC and spreadsheet software desirable.
- Higher Education or related work experience that would provide a demonstrated understanding of the nature of an urban community college is required. Familiarity with community college business practices preferred.
- Knowledge, experience and public presence to work effectively with the Board of Trustees, internal and external stakeholders.
- Expertise in core financial administration, including strategic planning, capital development and innovation.
- Supervisory experience required.
- Excellent communication, leadership and organizational skills.

**Approvals:**

*Employee Acknowledgement:*

PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_  
 Date: \_\_\_\_\_

*Management Name:*

PRINT: \_\_\_\_\_ SIGN : \_\_\_\_\_  
 Date: \_\_\_\_\_

*Human Resources Name:*

PRINT: \_\_\_\_\_ SIGN: \_\_\_\_\_  
 Date: \_\_\_\_\_

**POSITION DESCRIPTION**

**Job Title:** Vice President of Human Resources

**Department:** President's Executive Committee/Cabinet Member

**Reports To:** President

**POSITION SUMMARY:**

Reporting to the President, the Vice President of Human Resources is responsible for the design, development, implementation and administration of personnel policies, practices and programs and transactions of the College, including external regulatory compliance; faculty and staff recruitment; employment classification; performance management; wage and salary administration; benefits management; labor relations negotiations and contract maintenance. Serve as a resource and advisor to management in personnel, employee and labor relations matters.

**ESSENTIAL RESPONSIBILITIES:**

1. Design, develop, and implement Human Resources policies and practices in accordance with the College's operational needs, the governing statutes, rules, regulations and sound Human Resources management principles.
2. Formulate policy proposals for consideration by the Board of Trustees and develop procedures and practices to provide effective Human Resource management throughout the College.
3. Work with the College President, the President's Executive Council and Cabinet to develop comprehensive resource plans that identify and deliver the capabilities required to execute the long-term vision and strategy of the College.
4. Ensure processes and procedures are in place and followed for all legal and regulatory compliance issues, including but not limited to local, state and federal laws pertaining to employment-based or education-based discrimination. Serve as Compliance Officer and Title IX Administrator.
5. Develop annual budget recommendations for Human Resources services and programs and manage allocated resources.
6. Provide overall leadership and support in the recruitment, selection, orientation and development of all College employees.
7. Formulate recommendations for the College's total compensation strategies and conduct salary and benefits benchmarking surveys to document effectiveness.
8. Lead and support effective Labor Relations and serve as a member of the College's labor relations negotiating team. Ensure labor contract compliance. Counsel employees regarding problems and/or grievances and take action to correct them where possible; make recommendations to President concerning employee disciplinary issues. Coordinate the resolution of such matters with managers and/or union representatives as appropriate.

9. Represent the College at grievance/arbitration, workers compensation and unemployment insurance hearings.
10. Ensure compliance with all applicable health and safety regulations and ensure appropriate safety training is successfully completed. Serve as HIPPA administrator and ensure employee health records are protected.
11. Responsible for overall performance management activities including the employee performance review process, and collaborate with other departments on various projects, programs and events.
12. Act as Compliance/EEO officer on Faculty Tenure, Promotion and Sabbatical committees.
13. Direct the College's benefits administration program in collaboration with the Office of The Business and Finance.
14. Vice President of Human Resources supervises:
  - To Be Determined.
15. Assure other related duties as required and/or directed by the President.

#### **MANAGEMENT RESPONSIBILITIES:**

- Provide ongoing leadership, advice, training, and guidance to direct reports.
- Ensure proper staffing levels and work distribution. Effectively interact with the President regarding staffing needs, the hiring and termination of department employees, and adherence to established HR policies and procedures by direct reports.
- Conduct staff meetings and attend staff meetings to promote a constant flow of information, open discussions, knowledge sharing, and to keep staff well-informed.
- Continually assess the performance and technical/professional skill base of all staff; oversee staff recruitment and retention.
- Develop and communicate performance goals; complete performance evaluations within established timeframes; provide feedback, develop and take action on performance improvement plans; and determine and implement necessary disciplinary action, as needed.
- Support the development and career growth of staff by identifying and providing ongoing training as applicable.

#### **QUALIFICATIONS:**

A Bachelor's degree in Human Resource Management or a related field is required. A Master's degree in an appropriate discipline is preferred. At least 7 years of progressively responsible experience in Human Resources Management required. A thorough knowledge of all applicable federal/state laws, statutes, and regulations is required. Must have strong management and communication skills; experience with Benefits Administration; knowledge of and experience with the development and management of HRIS; and a thorough knowledge of Title IX and EEO/AA procedures and guidelines. Experience with labor relations, contract negotiations and the ability to interact with a culturally diverse population is helpful.

#### **KNOWLEDGE/EXPERTISE:**

The Vice President/Human Resources is expected to possess:

- Demonstrated expertise in project planning, development and implementation.
- Documented knowledge of the principles and practices of effective Human Resource management and of a variety of leadership models.
- Understanding of applicable employment and labor laws and of benefits programs and plans.
- Effective response to the leadership demands of senior-level management.

#### **SKILLS:**

The Vice President of Human Resources must possess and demonstrate skills in the following areas:

- Working in a collaborative manner with diverse constituencies;
- Exceptional written, verbal, presentation and listening skills;
- Planning, prioritizing and problem solving;
- Effectively managing multiple projects and meeting deadlines;
- Proficiency in use of administrative software applications;
- Allocation of personnel and budget resources; and
- Analytical and statistical abilities.

#### **APPROVALS:**

*Employee Acknowledgement:*

PRINT: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

*Management Name:*

PRINT: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

*Human Resources Name:*

PRINT: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**None**

HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018

**X. NEW BUSINESS**

**1. TEMPORARY FULL-TIME ASSIGNMENT**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Zakia Hmamou	Temporary Full Time Instructional Technologist	9/25/2018 9/30/19	\$58,000 (pro-rated)

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

**RECOMMENDATION:** The President and the Administration recommend that the Board of Trustees approve the Temporary Full-Time Assignment above as Personnel Recommendation Item No. 1.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendation of the President and the Administration as outlined above in **Item X. New Business: 1. Temporary Full-Time Assignment.**

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Pamela Gardner

**DATE:** September 11, 2018

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-11-18  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018**

**X. NEW BUSINESS**

**2. RESOLUTION REVISING PUBLIC PARTICIPATION POLICY**

**WHEREAS**, the Hudson County Community College Board of Trustees ("Board") is a "public body" as defined under the New Jersey Open Public Meetings Act ("OPMA"), N.J.S.A. 10: 4-6 to -21; and,

**WHEREAS**, N.J.S.A. 10:4-12 of the OPMA provides a public body such as the Board with full discretion to permit, prohibit, or regulate the active participation of the public at any meeting; and,

**WHEREAS**, the Board resolved at its meeting of September 11, 2018 that the Board attorney should memorialize a Resolution to revise the Board's public comment policy to state that the public comments section of the meeting are open to any matters within the purview and jurisdiction of the Board; and,

**WHEREAS**, the Board attorney has offered the following revision to the "Public Participation at Board of Trustees Meetings" policy:

6. The public comments/questions are open to any matters over which the Board has purview and jurisdiction.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College hereby approves the revised section opening public comments/questions and hereby incorporates the new section into the "Public Participation at Board of Trustees Meetings" policy.

**INTRODUCED BY:** Bakari Lee


**SECONDED BY:** Kevin Callahan

**DATE:** September 11, 2018

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

7 Ayes..... 0 Nay

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

  
Signature of Recorder

9-11-18  
Date



HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 11, 2018

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:55 P.M.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Karen Fahrenholz

DATE: September 11, 2018

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-11-18  
Date