

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

Regular Meeting--Board of Trustees
September 12, 2017

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
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Harold Stahl
Jahrell Thompson – Student Alumni Representative

III. COMMENTS FROM THE PUBLIC Mr. Netchert

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

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

Dr. Gabert

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

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

VIII. PERSONNEL RECOMMENDATIONS Dr. Gabert

IX. ACADEMIC AND STUDENTS AFFAIRS Dr. Gabert

X. NEW BUSINESS Mr. Netchert

XI. ADJOURNMENT Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

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>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>ABSENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Adrienne Sires	<u>PRESENT</u>
Harold G. Stahl	<u>PRESENT</u>
Jahrell Thompson, Student Alumni Representative, ex officio	<u>PRESENT</u>

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 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 12, 2017**

III. COMMENTS FROM THE PUBLIC

Dorothea Graham-King, Administrative Assistant, Research and Planning, addressed the Board and introduced herself as the newly elected President of the HCCC Support Staff Union. She said that she and her team are looking forward to working with the College with union negotiations.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

RESOLUTION

WHEREAS, the members of the Board of Trustees deem it necessary to suspend the order of the agenda;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees agrees to suspend the order of the agenda.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Adrienne Sires

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

9-12-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

IV. CLOSED SESSION

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

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

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

1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s)

2) the general nature of such matter(s) to be discussed is as follows:

Litigation

3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;

4) this resolution shall take effect immediately.

MOTION TO RETURN 6:15 PM
FROM CLOSED SESSION
Kevin Callahan

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Kevin Callahan

Karen Fahrenholz

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

9-12-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Safety and Security - Dr. Paula Pando, Senior Vice President for NHC and Student and Educational Support Services gave a presentation on the College's Emergency Management Plan.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of August 8, 2017 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 8, 2017.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

Title: College Readiness IV

Agency: *State of New Jersey Office of the Secretary of Higher Education (OSHE) w/ NJ Council of County Colleges*

Purpose of the Grant: *To increase college readiness of high school students prior to graduation and perhaps earn college credits.*

College Administrator:

College Contribution: *0*

Award Amount: *\$56,770 for 1 Year*

Title: Sustainable Pathways from Community College to Bachelor's Degree for Urban Youth in STEM, Northern New Jersey

Agency: *National Science Foundation (NSF) w/ Rutgers University*

Purpose of the Grant: *The program will provide scholarships and academic support to those who are academically talented from improvised urban communities.*

College Administrator: *Dr. Ferdinand Orock, Co-Principal Investigator & Coordinator*

College Contribution: *0*

Award Amount: *\$393,000 for 5 Years*

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

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Kevin Callahan

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 9-12-17
Signature of Recorder Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES
August 8, 2017**

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, William Netchert, Jeanette Peña, Adrianne Sires, Joseph Zarra.

ABSENT: James Fife, Trustee Emeritus, (ex officio), Roberta Kenny, Bakari Lee, Harold Stahl, and Jahrell Thompson, Student Alumni Representative.

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

HCCC Staff and Visitors present were: Dedrick Albert, Lisa Dougherty, Eric Friedman, Veronica Gerosimo, Patrick Moore, Jennifer Oakley, Noel Pura, Vivyen Ray, Lilisa Williams, and Marcella Williams.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert reported on the following:

September 18th --- NJCCC Education Session, East Windsor

September 19th --- 10:00 a.m. STEM Building Dedication

September 29th --- Foundation Subscription Dining Series begins

October 10th --- Visit by Commissioner, Middle States Association

October 10th --- Board of Trustees Meeting – in anticipation of Middle States Commissioner's visit – President Gabert requested the relocation of meeting from North Hudson Campus to Journal Square Campus – Mary T. Norton Room, 70 Sip Avenue.

President Gabert said that August 11th will mark his 25th year anniversary as President of HCCC. He thanked the Board of Trustees for their continuous support and leadership throughout the years.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of June 13, 2017.
2. Gifts, Grants and Contract Reports

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'18 allocation to be utilized for direct instructional support for HCCC CTE programs.

COLLEGE ADMINISTRATOR: Dayneesa McMillan

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$673,393

Introduced by: Jeanette Peña

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays Resolution Adopted

VI. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. New Models for the STEM Building,
2. New Microscopes for the STEM Building,
3. New Masterclave for Microbiology and Equipment for the STEM Building,
4. Purchase of Internet Services for FY18,
5. Renewal of College's Campus-Wide Software License Agreement for FY18,
6. New Cell Biology Teaching Supplies and Equipment for STEM Building,
7. Resolution Authorizing the Award of a Food Services and Supplies Vendor for Culinary Arts Department,
8. Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts,
9. Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department,
10. Resolution Authorizing the Award of a Dairy/Food Vendor for Culinary Arts Department,
11. Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Institute,
12. Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for Culinary Arts,
13. Resolution to Amend the June 2017 Resolution #6,
14. Resolution Authorizing the Purchase of Gym Equipment,
15. Affiliation Agreement between Comprehensive Medical Evaluations and HCCC for the Medical Coding Program,

16. Affiliation Agreement between Dr. Felix Roque-Pain Relief Center and HCCC for the Medical Coding Program, and
17. New Dell Computers for STEM Building.

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

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ana Chapman	Dean of Non-Traditional Programs	8/4/2017
Johnathan Cintron	Library Associate, Technology	7/31/2017
Jennifer Navas	Director, Community Education	8/3/2017

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Phil Cafasso	Interim Associate Dean, Social Sciences	8/8/2017	\$105,000 (pro-rated)
Zsuzsa Fejes	Lecturer, Math/Physics	8/15/2017	\$55,000 (pro-rated)
Sean Kerwick	Grants Officer	8/8/2017	\$60,000 (pro-rated)
Catherina Mirasol	Interim Director of Continuing Education	8/8/2017	\$70,000 (pro-rated)
Luis Rafael Sosa Santiago	Evening, Weekend & Off-Site Programs Coordinator	8/8/2017	\$38,000 (pro-rated)

3. APPOINTMENT OF STAFF – CarePoint Transition

In September of 2017, Hudson County Community College will complete the transition of Nursing and Radiography programs from CarePoint Health. This will bring the current transfer agreement to an end. In order to ensure continuity, and to ensure that the accreditation process continues to progress unabated and successfully, the CarePoint Health staff member listed below will be appointed by Hudson County Community College as Lecturer contingent upon receipt of funds.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Shaun Sugrue	Lecturer, Radiography Program	9/1/2017	\$73,745 (pro-rated)

Note: This is an approved 12 month position.

4. TEMPORARY FULL-TIME ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aisha Javed	Assistant to the Registrar	8/8/2017 10/31/2017	\$35,000 (pro-rated)
Laura Robertson	Coordinator, Writing Center	8/8/2017 12/31/2017	\$40,000 (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	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Ahmed Bekkouch	Instructor, Foundation Math	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Peter Conrath	Instructor, Business	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
April Davis	Instructor, English	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Rosanna Desembrana	Instructor, English	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Kasaun Henry	Instructor, History	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Xinbo Lau	Instructor, Chemistry	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Victor Moruzzi	Instructor, CBI & CAI	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Jedediah Palmer	Instructor, ESL	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Nicoletta Prince	Instructor, Criminal Justice	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Mohammed Qasem	Instructor, Physics/Math	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)
Gilda Reyes	Instructor, Speech/Mod. Language	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

6. **APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
JULY 1, 2017 – DECEMBER 31, 2017**

CONTINUING PART TIME HIRES

7. **APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS FALL 2017.**
8. **RESOLUTION AUTHORIZING THE AWARD OF TITLE V – PICKING UP THE
PACE GRANT**
9. **RESOLUTION AWARD CONSULTANCY TO REVIEW NEW PROGRAM IN
MEDICAL SCIENCES – PRE -PROFESSIONAL.**
10. **RESOLUTION AWARD FOR TITLE IX AND HARASSMENT TRAINING-SAFE
COLLEGES**

Introduced by: Kevin Callahan

Seconded by: Joanne Kosakowski

7 Ayes.....0 Nays

Resolution Adopted

11. **RESOLUTION AWARD FOR TITLE IX AND HARASSMENT TRAINING-SAFE
COLLEGES**

Introduced by: Joanne Kosakowski

Seconded by: Karen Fahrenholz

7 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS - NONE

X. NEW BUSINESS

XI. ADJOURNMENT 5:25 P.M.

Introduced by: Kevin Callahan

Seconded by: William Netchert

7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing the Award of Grainger for Maintenance Department

WHEREAS, the College has a need to purchase mechanical supplies during the year; and

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

WHEREAS, the anticipated term is fiscal year 2018; and

WHEREAS, Grainger of Cranford, New Jersey, (NJ State Contract Number 79875) is the proposed vendor to provide these supplies at a cost not to exceed \$50,000.00; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Grainger at a cost not to exceed \$50,000.00.

2. Resolution Authorizing the Purchase of Electrical Supplies for the College

WHEREAS, the College has a need to purchase electrical supplies throughout the year college wide; and

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

WHEREAS, the anticipated term is fiscal year 2018; and

WHEREAS, Jewel Electric Supply of Jersey City, NJ (NJ State Contract Number 85578) is the proposed vendor to provide these supplies 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, Finance Committee and Capital Projects Advisory Committee recommends this award; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Jewel Electric Supply as described herein at a cost not to exceed \$70,000.

3. Resolution Authorizing Paving of 880 Bergen Ave

WHEREAS, the Hudson County Community College has used 880 Bergen Avenue, Jersey City, NJ (the "Property"), as a construction staging area pursuant to a certain License Agreement with Bergen Academy Associates, LLC, the owner of the Property; and

WHEREAS, the College is to repair and pave the parking lot of the Property and has received a proposal for this work from Bergen Academy Associates, LLC; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500.00 but remain below the College's public bid requirement threshold; and

WHEREAS, the cost of these services may and will be funded from the STEM Project Funds; and

WHEREAS, the proposal received from Bergen Academy Associates, LLC was obtained from vendor Marino Paving Company of Watchung, NJ to perform the requested services at a cost not to exceed \$18,500.00 (the "Proposal"); and

WHEREAS, the College's Administration, Finance Committee and Capital Projects Advisory Committee recommend the approval of this work; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the Proposal submitted by for the services of Marino Paving Company of Watchung, NJ at a cost not to exceed \$18,500.00.

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

WHEREAS, the anticipated term of this contract is one year beginning on July 1, 2017 through June 30, 2018; and

WHEREAS, it has been further determined that Jones & Associates Communications, Inc. of Jersey City, New Jersey indicate they 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 recommends this award; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Jones & Associates Communications, Inc., as a pay-to-play certified vendor as described herein at a cost not to exceed \$7,500 per month and \$90,000 annually.

5. Purchase of Furnishings for Culinary Building

WHEREAS, the College has a need to purchase replacement chair for the Culinary Building; and

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

WHEREAS, WB Wood of Basking Ridge, New Jersey, NJ State Contract#: G-2004, has quoted a price for the chairs at a cost not to exceed \$160,000; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with WB Wood of Basking Ridge, New Jersey, NJ State Contract#: G-2004, as described herein at a cost not to exceed \$160,000.

6. Resolution to Award Flexible Spending Account (FSA) processing to Benefit Resource Inc.

WHEREAS, Flexible Spending Accounts for medical, dependent care and commuter costs offer pre-tax benefits which may result in tax savings for eligible employees; and

WHEREAS, the college desires to expand participation and improve the administration of the pre-tax benefits program; and

WHEREAS, the proposed vendor, Benefit Resource Inc., provides more comprehensive benefits and services to employees and will assist in marketing the program during open enrollment; and

WHEREAS, the new vendor charges \$5.00 per employee, per month, for those who sign with the plan and \$300 per year for IRS compliance support and compliance testing; and

WHEREAS, The Administration and Finance Committee recommend the approval of the new vendor Benefit Resource Inc.; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of Hudson County Community College authorize the Purchasing Agent to approve the purchase with Benefit Resource Inc. as described herein at a cost not to exceed \$5.00 per employee, per month and \$300 per year for IRS compliance support and compliance testing.

7. Resolution Awarding a Month-to-Month Contract with Flik

WHEREAS, the Board of Trustees of the Hudson County Community College (the "College") requires the services of a third-party vendor to provide services in connection with the management of the Culinary Conference Center (the "Services"); and

WHEREAS, the contract with the current vendor, Flik International Corp ("Flik"), is set to expire on March 1st 2018; and

WHEREAS, HCCC is currently in the process of obtaining competitive proposals from interested vendors to provide the Services; and

WHEREAS, until such time as the proposals can be received, reviewed, and a new multi-year contract awarded, the College continues to require the Services; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5, the College may, if it chooses, award a contract for the Services, without public bidding therefore; and

WHEREAS, the College wishes to have Flik continue to provide the Services until such time as a new multi-year contract with a vendor is awarded.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby awards a contract on a month-to-month basis to Flik to provide the Services until such time as a new multi-year contract for the Services is awarded by the Board of Trustees; and

BE IT FURTHER RESOLVED, that the terms and conditions of the month-to-month contract shall be substantially similar to the current contract with Flik; and

BE IT FURTHER RESOLVED, that the month-to-month contract is subject to review and approval by the Administration in conjunction with Legal Counsel.

RESOLUTION:

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-7**: 1) Resolution Authorizing the Award of Grainger for Maintenance Department, 2) Resolution Authorizing the Purchase of Electrical Supplies for the College, 3) Resolution Authorizing Paving of 880 Bergen Ave, 4) Resolution to Award Public Relations Support, 5) Purchase of Furnishings for Culinary Building, 6) Resolution to Award Flexible Spending Account (FSA) processing to Benefit Resource Inc., and 7) Resolution Awarding a Month-to-Month Contract with Flik.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

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

Signature of Recorder

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Sabrina Magliulo	Director of Advisement and Counseling	9/15/2017
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Veronica Verdun	Student Records Coordinator	8/24/2017
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Xiaojin Ye	Academic Foundation Math Instructor	8/31/2017

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

2. TEMPORARY FULL-TIME ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Diana Galvez	Office Assistant	9/13/2017 12/20/201	\$30,000 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Lavern Ploom	Lecturer, Clinical/Allied Health Specialist	9/18/2017 12/31/2017	\$35,000 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Royal Ross	School & College Relations Assistant	9/1/2017 12/31/2017	\$40,000 (pro-rated)

Note: This is an approved position.

RECOMMENDATION: The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Assignments above as Personnel Recommendation Item No. 2.

3. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Eric Adamson	Instructor, English	9/5/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aminata Adewumi	Instructor, AF Math	8/23/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nasar Albarghouthi	Instructor, Accounting	9/13/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Bernadette Constanzo	Instructor, Romance Languages	8/30/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nipon Kutubuddin	Instructor, ESL	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Walter Lindsey	Instructor, English	9/5/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Brian Lorio	Instructor, Speech	8/15/2017 12/20/2017	\$22,108.50 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sibyl Ponder	Instructor, English	9/5/2017 12/20/2017	\$22,108.50 (pro-rated)

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

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

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
JULY 1, 2017 – DECEMBER 31, 2017**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
NESHEIWAT	SARAH	ACAD FOUNDATION-MATH	OFFICE ASSISTANT	OFFAST-101041	P. BANDYOPADHYAY
NIEVES	MIGUEL	INFO TECHNOLOGY	PT WEB DEVELOPER	PTWBDEV-253025	I. CHIA
KARAM-PUTT	BETH	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS102010	C. MIRASOL
SERGEANT	STEPHANIE	FINANCE	OFFICE ASSISTANT	OFFAST-253015	Z. CHICAS
ALTAMIRANO	CHRISTIAN	ADVISE & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO
STABILE	MARLENE	NURSING & ALLIED HEALTH	LAB ASSISTANT	LABAST-101016	L. SCHULTZ-WHITLOCK
RANSOM	QUAFAYSHIA	NON-TRAD PROGRAMS	ASST COORDINATOR	PTACNTP-102005	C. FARRELL
RATHORE	AISHA	STUDENT ACTIVITIES	PROGRAM ASSISTANT	PRGAST-701000	V. GEROSIMO
EPPS	JUSTIN	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
OROZCO	GLENDY	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
ABDEL-AZIZ	JOSEPH	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DIAZ	CLEDYS	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DOCAMPO-LOPEZ	LISANDRA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
HAYOUNE	SARRA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
HOFFMAN	MADELYN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
HE	LANLAN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

KARECKY	JOSEPH	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MASTOURI	REDA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
NZOUEJEU-MBENG	HAUDRIS RAISSA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
OSMAN	FATIMA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PEDONE	MIRIAM	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
THAKKAR	RAHUL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ZAMBRANO	JOSSIE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
DESSEMBRANA	ROSANNA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR - 150505	P. BANDYOPADHYAY
SAHADEO	KRISHNA	LIBRARY	PT LIBRARY ASSOCIATE	PTLRASO-150510	D. HARDGROVE
MARTINEZ	JESSICA	BUS, CUL & HOSPITALITY	OFFICE ASSISTANT	OFFAST-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 2017.

LAST NAME	FIRST NAME	DEPARTMENT
Cutkelvin	Lloyd	Academic Foundations – Math
Markle	Alicia	Academic Foundations – Math
Houser	Kendra	Academic Foundations – English
Fong	Chuck	Business, Culinary and Hospitality
Daly	Jennifer	English
Mahaley	Lashonda	English
Selliah	Gnanaseharan	ESL
Robbins	Vandarra	ESL
Sotomayor	Jose	ESL
Blinova	Olga	ESL
Clark	Paul	Humanities
Kamin	Sari	Humanities
Schuyler	Donna	Social Science
Khan	Khursheed	STEM
Melik	Suzan	STEM
Nguyen	Tam	STEM
Manjikian	Raffi	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 2017 listed above as Personnel Recommendation Item No 5.

6. Resolution Award for Revision of Policy and Tuition Waiver Forms

WHEREAS, eligible employees and dependents are eligible for tuition waiver.

WHEREAS, the HCCC Nursing and Radiography programs will be launched in September.

WHEREAS, as with the Culinary Arts Institution, program fees and uniforms for the Nursing and Radiography programs are excluded from the tuition waiver program.

WHEREAS, the Employee/Dependent Tuition Waiver form must be revised to reflect the addition of the Nursing and Radiography programs.

RECOMMENDATION: The President, Administration, and Personnel Committee recommend the approval of the revised Employee/Dependent and Adjunct Faculty Tuition Waiver policy and forms as outlined above.

7. Resolution Award for Employee Handbook Update

WHEREAS, the current Employee Handbook was last updated in January 2016 and approved by the Board of Trustees in 2016.

WHEREAS, since that time, laws, policies and procedural changes have occurred which necessitate an updating of the Handbook to include changes and/or additions to the following sections:

- At-Will Disclaimer
- Anti-Harassment Policy
- Mandatory Anti-Harassment Training
- NJ SAFE Act
- Background Checks
- Lactation Policy
- Right to Monitor
- Social Media – Acceptable Use
- Discipline and Discharge
- Voluntary Separations
- Flexible Spending Account
- Employment Assistance Program
- NJ Family Leave Insurance
- Tuition Remission/Reimbursement

WHEREAS, an update of the Employee Handbook, which has been reviewed by Counsel, was sent for review to the Personnel Committee in August 2017.

WHEREAS, these policy changes have been incorporated in the final version of the Employee Handbook.

RECOMMENDATION: The President, Administration, and Personnel Committee recommend approval of the Employee Handbook update as outlined above.

8. ***Resolution to Award Flexible Spending Account (FSA) processing to Benefit Resource Inc.***

WHEREAS, Flexible Spending Accounts for medical, dependent care and commuter costs offer pre-tax benefits which may result in tax savings for eligible employees,

WHEREAS, the college desires to expand participation and improve the administration of the pre-tax benefits program

WHEREAS, the proposed vendor, Benefit Resource Inc., provides more comprehensive benefits and services to employees and will assist in marketing the program during open enrollment

WHEREAS, the new vendor charges \$5.00 per employee, per month, for those who sign with the plan and \$300 per year for IRS compliance support and compliance testing.

RECOMMENDATION: The President, Administration, and Personnel Committee recommend the approval of new vendor Benefit Resource Inc.

9. ***Resolution to Award Consultancy to Develop Construction Management Courses***

WHEREAS, the College has approved an A.A.S in Construction Management.

WHEREAS, to complete this program will require the development of at least six courses this term.

WHEREAS, we seek the expertise of professional engineers to develop these courses to comport with industry needs and standards.

WHEREAS, the individuals we recommend are both licensed professional engineers with experience in the construction industry and public works.

WHEREAS, both have advanced degrees in Engineering.

RECOMMENDATION: The President, Administration, and Personnel Committee recommend that Mr. Khursheed Khan and Dr. Shahid Iqbal be retained to develop Construction Management courses, and that this engagement be completed by November 15, 2017 and that the total compensation not exceed \$2000.00 for Mr. Khan and \$6,000 for Dr. Iqbal.

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 1-9:** (1) Resignations (2) Temporary Full-Time Assignments (3) Temporary Full-Time Faculty Assignments (4) Appointment of Additional New and Continuing Part-Time Hires July 1, 2017 – December 31, 2107, (5) Appointment of Additional New Hire Adjuncts Fall 2017 (6) Resolution Award for Revision of Policy and Tuition Waiver Forms (7) Resolution Award for Employee Handbook Update (8) Resolution to Award Flexible Spending Account (FSA) Vendor, and (9) Resolution to Award Consultancy to Develop Construction Management Courses.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Adrienne Sires

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Signature of Recorder

Date

Signature of Recorder 9-12-17

ATTACHMENT – Employee Handbook



***WELCOME TO HUDSON COUNTY
COMMUNITY COLLEGE***

EMPLOYEE HANDBOOK

September 12, 2017

TABLE OF CONTENTS

	<u>Page No.</u>
Welcome to HCCC.....	
Introduction to Handbook.....	4
At-Will Disclaimer.....	4
History.....	5
Mission.....	5
Employment Policies and Procedures.....	
Affirmative Action/Equal Opportunity.....	7
Anti-Harassment Policy.....	7
Sexual Misconduct Policy.....	10
Mandatory Anti-Harassment Training.....	11
Smoking Policy.....	11
Drug-Free Workplace Policy.....	11
Weapons Policy.....	11
Workplace Violence Policy.....	12
Nepotism Policy.....	12
Code of Ethics.....	12
Safety in the Workplace.....	14
NJ SAFE Act.....	14
Bargaining Units.....	15
Employment at HCCC.....	15
Background Checks.....	15
Introductory Period.....	16
Attendance Policy.....	16
Attendance Records/Forms.....	16
Lactation Policy.....	16
Overtime	16
Employment Verification.....	17
Performance Evaluations.....	17
Outside Employment.....	17
Professional Conduct.....	17
FERPA.....	18
Electronic Communication and Internet Use.....	18
Right to Monitor.....	19
Social Media – Acceptable Use.....	19
Employee Travel and Reimbursement.....	20
Job Requisition Procedure.....	21
Job Vacancies.....	21
Promotions.....	21
Documentation at Hire.....	22
Discipline and Discharge.....	22
Voluntary Separations.....	23
Hiring of Former Employees.....	23
Solicitation.....	23

Employee Responsibilities

Inclement Weather.....	24
Confidential Information.....	24
Use of College Property.....	24
Parking Policy.....	25
Security.....	27
Personal Appearance.....	27
Children on Campus.....	27

Your Benefits

Health Insurance.....	28
Life Insurance.....	28
Retirement and Pension Program.....	28
Temporary Disability.....	28
Sick Leave.....	29
Flexible Spending Account.....	29
Employment Assistance Program.....	29
Workers' Compensation.....	30
Vacation Leave.....	30
Holidays.....	31
Personal Days.....	31
Bereavement Leave.....	32
Jury Duty.....	32
Military and National Service Leave.....	32
Personal Leave of Absence.....	32
Family and Medical Leave Act.....	32
NJ Family Leave Insurance.....	33
Tuition Remission/Reimbursement.....	33

Miscellaneous

Identification Cards.....	34
HCCC Bookstore.....	34
Library/Learning Resource Center.....	34
Media Guidelines	35
In Closing.....	35
Human Resources Staff.....	36
Security Locations.....	37
Security College Map (to be added).....	38

INTRODUCTION TO THIS HANDBOOK

This handbook has been prepared by the Human Resources Department as a statement of Hudson County Community College's personnel procedures and benefits so that you may become familiar with them. We expect each employee to read this handbook carefully as it is a valuable reference for understanding policies that affect your employment at HCCC. This handbook is a reference source only and does not impose any contractual obligation on the College. The Board of Trustees reserves the right, through the President, to interpret and change policies, carriers, and/or benefits as deemed necessary or desirable. If you have any questions about the School's policies or procedure please call me at 201-360-4073 or stop by Human Resources at 81 Sip Avenue, Jersey City, NJ.

DISCLAIMER OF EMPLOYMENT CONTRACT AND STATEMENT OF EMPLOYMENT RELATIONSHIP

Except where otherwise provided by collective negotiations agreement, statute/regulation, or resolution by the College's Board of Trustees, **employment with the College is AT-WILL, which means that it is for no definite period, and may be terminated by either the employee or the College at any time, with or without cause, with or without prior notice.** The College will comply with all Federal and State legal requirements requiring notice and an opportunity to be heard in the event of discipline or dismissal. Neither this manual, nor any College policy, procedure nor communication will create any right for any employee or guarantee employment for any period. No representative of the College may enter into any agreement or make any representations to alter this status or otherwise create contractual obligations. Only the College's Board of Trustees may enter into binding commitments, and only when such commitments are in writing and are adopted by the College's Board of Trustees in accordance with law.

This manual has been written in a manner so that it will not conflict with the collective negotiations agreement between the College and its unionized employees. If there is a conflict between this manual and any collective negotiations agreement, the provisions of the collective negotiations agreement will prevail for those employees represented by a majority union representative.

Please direct any comments, concerns or questions you may have to the Human Resources Department. Thank you for your dedication and service to Hudson County Community College.

September 12, 2017

WELCOME TO HUDSON COUNTY COMMUNITY COLLEGE

HISTORY

The need for a community college in Hudson County was originally documented by feasibility studies supported by grants from the Exxon Education Foundation (1972) and the Fund for the Improvement of Postsecondary Education (1973), which led to the establishment of the Hudson Higher Education Consortium. The Consortium included the three postsecondary educational institutions in Hudson County: New Jersey City University, Saint Peter's College and Stevens Institute of Technology. At the same time, the Community Action Program established the need for a college center in the North Hudson area. In 1974, an act of the New Jersey legislature made it possible for a county that lacked a community college to establish a community college commission. The purpose of the commission was to enter into contracts with existing educational institutions, to provide services for its students, and to grant certificates and associate degrees. When the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County in September, 1974, the Commission became the first agency of its kind in the country. In the spring of 1981, the Institution's official name became Hudson County Community College. Hudson County Community College has come to be recognized as a valuable community asset where residents can receive a high quality education, at an affordable price, close to home. The College enjoys full and unrestricted general accreditation from the Middle States Association, and programs in nursing, culinary arts and technology have received specialized professional certifications.

MISSION

Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically /racially diverse community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas. The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background. The provision of a supportive and affirmative educational environment and the principles of lifelong learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

- To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.
- To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.
- To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems,

September 12, 2017

participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.

- To provide support services including counseling, job placement, aptitude and skills testing, financial aid, academic advisement, and basic skills development to help students succeed and benefit from academic programs.
- To provide programs and services appropriate to the linguistic diversity of the community.
- To provide educational and support services to businesses and industries to meet work force needs and to promote the economy of the County.
- To provide not-for-credit courses and programs including conferences, seminars, lectures, workshops and other activities to meet the continuing education, professional, and enrichment needs of residents of the County and of members of organizations within the County.
- To provide for collaborative relationships with local school districts; other colleges and universities; public and private agencies; and business, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

EMPLOYMENT POLICIES AND PROCEDURES

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons. Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force. HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

ANTI-HARASSMENT POLICY

POLICY:

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

September 12, 2017

investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

PURPOSE:

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

PROVISIONS:

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:
 - *Unwelcome remarks, rumors and actions based on the protected classifications.* This may include, but is not limited to, inappropriate jokes, comments or posted materials.
 - *Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.*
 - *Bullying, verbal, physical, written or cyber forms of intimidation.*
 - *Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.*
 - *Engaging in a negative tangible employment action based upon the protected classifications.*
 - *Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.*
2. **Sexual Harassment:** An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:
 - Submission is made explicitly or implicitly a term or condition of employment; or
 - Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

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

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

4. **Complaint Procedure:** Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should report the incident directly to the supervisor or to the Executive Director of Human Resources. The supervisor must promptly contact the Executive Director of Human Resources of a harassment complaint. The Executive Director of Human Resources is designated as the College's EEO officer. In the Executive Director's absence, or if circumstances prevent reporting the incident to a supervisor, the employee can report the complaint to any member of the Human Resources department. If the complaint involves a direct supervisor, the employee is not required to complain to that direct supervisor. The complaint should then be made to any of above listed individuals designated to receive such complaints. A complaint of harassment shall be investigated by the Executive Director of Human resources in a timely manner.

A. The complaint filed must include the following information:

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

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

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

5. **Investigation Procedure:** Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint. If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended without pay pending the hearing, a written warning, suspension, demotion, and/or termination of employment.

6. **Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a

complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit. To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. **Liability:** Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.
8. **False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior. Any employee with questions regarding the College's Harassment Policy may contact the Human Resources Department.

SEXUAL MISCONDUCT POLICY

POLICY:

Hudson County Community College seeks to foster a safe and healthy environment built on mutual respect and trust. At the foundation of the College's mission is the recognition of the equal and inviolable dignity and worth of every person. Sexual Misconduct of any kind is a serious violation of these principles and will not be tolerated in any form.

Sexual Misconduct includes Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Harassment, including sexual violence, is a form of sex discrimination. Any member of the College community who encourages, aids, assists, or participates in any act of Sexual Misconduct against another is in violation of the College disciplinary policies and Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Violence that is not of a sexual nature is also incompatible with the College's mission and a violation of College policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately.

REPORTING SEXUAL MISCONDUCT

Any member of the College community who encourages, aids, assists or participates in any act of Sex Discrimination or Sexual Misconduct against another is in violation of the College's conduct policies. Every member of the faculty, administration and staff is obligated by law under Title IX to immediately report to the Title IX Coordinator of incidents or of perceived incidents of Sexual Misconduct involving any member of the campus community or third party upon learning of the incident. Even alleged victim

September 12, 2017

requests confidentiality of the incident, the employee has a legal and moral obligation to report. All members of the College community and visitors are required to report incidents of Sexual Misconduct to the Executive Director of Human Resources who serves as the College's Title IX Coordinator.

The Title IX Coordinator will make every effort to maintain the confidentiality of all parties involved during the investigations into alleged Sexual Misconduct. There may be some incidences when confidentiality may not be possible if the safety and security of the accuser or other members of the College Community are at risk.

The entire Sexual Misconduct Policy may be viewed at:

http://www.hccc.edu/uploadedFiles/Pages/Explore_HCCC/General_Information/Human_Resources/Sexual_Misconduct_Policy_06-30-2015.pdf

MANDATORY ANTI-DISCRIMINATION TRAINING

The College is required to inform and train employees on institutional obligations under the applicable Department of Education and Department of Labor laws and regulations on harassment, sexual misconduct and discrimination in employment and education programs. Employees receive training related to Diversity, Title VII and Title IX at hire and at various times during the school year. The Human Resources Department will send links to new hires and employees who have not previously completed the three courses which are 1) Sexual Harassment, 2) Discrimination Awareness in the Workplace, and 3) Title IX and Sexual Misconduct.

SMOKING POLICY

Smoking, including cigarettes, cigars, pipe tobacco, and use of electronic cigarettes, is prohibited at all times on the College campus, including in all of its buildings, laboratories, classrooms, private offices, balconies, vestibules, loading docks, and or any other campus property as well as with in close proximity to or causing obstruction of any building entrance, covered walkway or ventilation system. Signs will be posted at each building's entrance and displayed in prominent, visible areas to inform all individuals entering or occupying HCCC property that smoking is prohibited.

Compliance with this policy is a shared responsibility of all Hudson County Community College staff, students, and faculty. The success of this policy will depend on the courtesy, respect, and cooperation of all members of the campus community. Employees interested in smoking cessation programs may contact Human resources.

DRUG-FREE WORKPLACE POLICY

HCCC Drug Free Workplace Policy prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances on College premises. Employees are prohibited from reporting for or being at work while under the influence of alcohol or illegal drugs. Violation of this Policy may result in disciplinary action up to and including termination. In addition to HCCC's policy, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. Any employee convicted of a drug-related offense must notify the College no later than five days after such a conviction.

September 12, 2017

WEAPONS POLICY

HCCC Weapons Policy prohibits the possession, use or storage of weapons on College premises. Weapons covered by this policy include, but are not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, any knife or other item or implement intended for use as a weapon. Violation of this policy will result in disciplinary action up to and including termination.

WORKPLACE VIOLENCE POLICY

HCCC will not tolerate any workplace acts or threats of physical violence, including but not limited to intimidation, harassment and/or coercion that involve or affect the College, its visitors or its employees. Employees who are aware of any acts of physical violence or threats are encouraged to report this information to their supervisor and the Safety and Security Department.

NEPOTISM

HCCC prohibits the hiring of any applicant who would be directly or indirectly supervised by a relative. For the purpose of this policy, relatives include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandchildren, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, cousin, nephew, niece or any other person who occupies such a position in the family, or a person living in the same household. To alleviate potential conflict, an employee who has the power to appoint, reappoint, or confirm the appointment or reappointment of, approve a change in status of, evaluate performance for salary increment, promotion, or dismissal of subordinates or subordinates of subordinates, may not hire, supervise, or otherwise manage relatives in the same unit or division where a conflict may exist. No employee may refer a relative directly for a job vacancy; however, the employee may inform a relative about the application process for a position listed on jobs@hccc.edu. If during the course of employment at the College, any employees become related, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable. Nothing in this policy shall preclude a member of the immediate family of a supervisor from being employed in an area not supervised directly or indirectly by that supervisor. An employee who uses his/her influence to interfere with the supervision of a relative in another department and who knowingly or unknowingly shares confidential information with a relative in another department will be in violation of the Nepotism Policy.

CODE OF ETHICS POLICY

It is essential that the conduct of all employees of the Hudson County Community College hold the respect and confidence of its students, the County of Hudson, the State of New Jersey and the educational community at every level. All employees of the College must, therefore, avoid conduct which is in violation of the public trust or which creates justifiable impression among the public that such trust is being violated.

Hudson County Community College shall adopt the following code of ethics:

September 12, 2017

1. No trustee, officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial conflict with the proper discharge of his or her duties.
2. No trustee, officer or employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No trustee, officer or employee shall act in his or her official capacity in any matter in which he or she has a direct or indirect personal financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No trustee, officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his or her objectivity and independence of judgment in the exercise of his or her official duties.
5. No trustee, officer or employee shall accept any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or other things of value were given or offered for the purpose of influencing his or her in the discharge of his or her official duties. Nevertheless, trustees, officers, and employees, during the course of his or her official duties, may accept meals which are offered as a part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending business with the institution in such a manner on which the trustee, officer or employee must act in the exercise of his or her duties, during the time that said matter is pending, no trustee, officer, and employee shall accept any meals from any such sponsor.
6. No trustee, officer, or employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion that he or she may be engaged in conduct violate of his or her trust as public trustees, officers or employees.
7. No trustee, officer or employee shall use or allow to be used his or her public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for himself or herself or others with whom they are associated.
8. No trustee of the College shall, during his or her tenure at the College or for a period of one year next subsequent to the termination of the office of that trustee:
 - (a) Be awarded any contract which is not publicly bid
 - (b) Appear to represent, or negotiate on behalf of, any other party before the College.
9. No Trustee, who is a voting member of the board, shall be eligible to accept employment as an employee of the College for a period of two years following resignation or expiration of his or her term.
10. Full-time employees of the College must consider the College their primary employer. As such, they must be available and able to perform all of the required duties of the position outlined in the existing job description. Outside

September 12, 2017

employment must not interfere with an employee's work hours and/or job performance.

11. Any violation of this Code of Ethics shall be addressed:

- (a) By the bylaws of the College or the Laws of the State of New Jersey in the event of a trustee;
- (b) In the event of an officer or an employee of the College not subject to a collective bargaining agreement, by the terms of such agreement.

SAFETY IN THE WORKPLACE

HCCC complies with all applicable OSHA regulations and makes every effort to be sure that the workplace is as safe and free from hazards as is possible. Any unsafe or hazardous condition should be reported immediately to your supervisor.

Following a few simple rules will be beneficial to everyone at the College.

- 1. Immediately report any conditions or practice that appears unsafe
- 2. Only operate equipment that you are trained and authorized to use
- 3. Observe regulations prohibiting smoking on College property
- 4. Do not block corridors or fire exit doors
- 5. Furniture, boxes, or equipment should not be stored in front of exit doors
- 6. Familiarize yourself with locations of fire extinguishers in your area
- 7. Become knowledgeable of emergency evacuation procedures
- 8. Wear safety gear when necessary
- 9. Do not bring unauthorized visitors or children into the building
- 10. Immediately report all injuries to your supervisor
- 11. Dispose of waste in the proper manner.

NEW JERSEY SAFE ACT

Subject to eligibility requirements, the New Jersey Security and Financial Empowerment Act, commonly known as the "NJ SAFE Act," allows an eligible employee to take 20 days of unpaid leave during a 12-month period in the event the employee or the employee's child, parent, spouse, domestic partner or civil union partner is a victim of domestic violence or sexual assault.

To be eligible for leave under the NJ SAFE Act, an employee must work with the College for at least 12 months and have worked 1,000 hours or more during the preceding 12-month period. Unpaid leave under the NJ SAFE Act must be taken within one year of the incident of domestic violence or sexual assault and may be taken intermittently with College approval in intervals of no less than one day. The purpose of the law is to allow employees who are assault victims or are caring for family members who are victims to have time to engage in the following activities associated with the incident without fear of losing their jobs: (1) seeking medical attention for, or recovering from, physical or psychological injuries; (2) obtaining services from victim assistance programs; (3) receiving psychological or other counseling; (4) relocating or taking other steps to increase the safety of themselves or the victim; (5) seeking legal assistance; and (6) participating in civil or criminal court proceedings related to the incident of domestic or sexual violence.

If the need for leave under the NJ SAFE Act is foreseeable, employees are required to give written notice to the Human Resources Manager as far in advance as is reasonable and practical under the circumstances. The College may request documentation supporting the need for leave. Employees can satisfy this requirement by providing a copy of any applicable restraining order; a letter from the prosecutor; documentation of the conviction of the assailant; medical documentation of the victim; a certification from a certified Domestic Violence Specialist or Rape Crisis Center employee; or a certification or other documentation from a social worker, clergy member, shelter worker or other professional who assisted the victim.

BARGAINING UNITS

At HCCC, every member of the management team is committed to the College's philosophy of fair and impartial treatment of our employees at all times. Employees are free to speak to their supervisor, or to any member of the management team, to raise questions and get answers. Every employee is treated as an individual and as an important participant in the operation of the College. We hope to maintain this open relationship. HCCC strongly believes that individual consideration in employee-supervisory relationship provides the best climate for our maximum development, team work, and the attainment of our goals. We have enthusiastically accepted responsibility to provide you with good working conditions, fair wages, and benefits, impartial treatment and personal respect. Employees of HCCC, if not designated confidential employees, are eligible for membership in one of (4) bargaining units. The four bargaining units representing employees are as follows:

1. HCCC Academic Administrative Association
2. HCCC Support Staff Federation
3. HCCC Professional Association
4. HCCC Adjunct Faculty Federation

It is important to remember each bargaining unit negotiates separately with the College. Regulations and procedures vary for each group of employees and are not necessarily the same for everyone working at HCCC. Names of new employees are forwarded by the Human Resources Department to the presidents of each of the four bargaining units. After you join, it is your responsibility to obtain a copy of the employment agreement that pertains to you directly from the bargaining unit. Be sure to consult your collective bargaining agreement if you have any questions concerning your rights and responsibilities or are unclear about anything outlined in this handbook. Supervisors of employees in bargaining units must first contact the Executive Director of Human Resources before initiating any counseling or corrective action.

YOUR EMPLOYMENT AT HCCC

The names of all candidates recommended to fill vacant positions at the College are approved by the HCCC Board of Trustees. Employees who have gone through the interview process cannot officially begin working at HCCC until the Board of Trustees has accepted the recommendations of the College Administration.

BACKGROUND CHECKS

The College may conduct reference and background checks on new employees. Criminal background checks shall be conducted in accordance with law. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment. Final appointment is contingent upon successful completion of a background investigation.

INTRODUCTORY PERIOD

The first ninety (90) working days of employment serve as an introductory period for new employees. This provides the supervisor with the opportunity to assess an individual's skills and abilities in meeting the job requirements. At this time, introductory employees may be terminated by the College without such termination being subject to the grievance and arbitration provisions of their respective collective bargaining agreement. Satisfactory completion of introductory period does not change the at will status for employees not covered by a collective bargaining agreement.

ATTENDANCE POLICY

The College expects all employees to assume diligent responsibility for their attendance and promptness. Every employee is expected to report on time. The College recognizes there may be times when absences or tardiness cannot be avoided. In such cases it is the employee's responsibility to call their supervisor directly and in a timely manner.

Any employee who fails to report absences will be subject to disciplinary action up to and including termination. Bargaining unit members should reference collective bargaining agreements for specifics applicable to employment classification.

A no call/no show lasting five working days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

ATTENDANCE RECORDS/TIME REPORT FORMS

To ensure compliance with Federal standards, the College has adopted an official procedure for reporting time of hours worked by each employee. This requires all employees to complete the appropriate form which is then submitted to the immediate supervisor for signature approval. Time report forms should be available in your department from your supervisor. Employees must show an accurate record of the hours worked. If an employee fails to record the information correctly, or if there is an error, it is their responsibility to notify their supervisor. An approved absence request form should be attached to the timesheet.

LACTATION POLICY

The College will provide reasonable unpaid breaks each day to an employee who needs to express breast milk for her infant, up to one year from the child's birth. The break time will, if possible, run concurrently with any break times already provided to the employee.

To assist in the lactation process, the College will provide, when possible, access to locations, other than a restroom, that provide privacy and access to a clean, safe sink for washing hands and rinsing out breast-pumping equipment.

September 12, 2017

OVERTIME

In accordance with federal and state standards all employees are classified as either exempt (those supervisory, administrative, and professional positions not covered by the provisions of the Fair Labor Standards Act or NJ Wage and Hour Act and not subject to payment of overtime) or non exempt (those positions covered by the provisions of the fair Labor Standards Act or NJ Wage and Hour Act and subject to payment of overtime).

Supervisory Personnel may authorize overtime when it is not possible to adjust staffing to cover emergency situations or heavy workload periods. No employee is authorized to work overtime unless approved by his/her immediate supervisor. Overtime worked shall be recorded on a time sheet and signed by the immediate supervisor. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

EMPLOYMENT VERIFICATION

It is the policy of the College to protect the privacy of each employee. Verification of specific employment information will be provided for the purposes of establishing credit, bank loans, apartment rentals, etc., at the request of current or past employees. The release of information pertaining to employment dates, status, job title, earnings and current salary will be issued only with employee's written permission. The College will not release any information relating to the evaluation of work performance or employment references. Organizations who wish to verify the employment of a HCCC current or past employee may fax or mail verification requests to the Human Resources Department. The requests must have the signature of the individual signifying approval for release of the information. The College will provide Federal, State and local government agencies any employee information required by law. It will also honor any valid subpoenas, court orders, and requests for information from unions pursuant to a collective bargaining agreement.

PERFORMANCE EVALUATIONS

A formal evaluation process is designed to assist the employee to improve his/her performance, and establish goals based on job responsibilities of the employee. Although there will be a formal evaluation, this does not prevent any employee from discussing any questions or concerns with their immediate supervisor at any time. Bargaining unit members should reference collective bargaining agreements for specifics regarding frequency of performance evaluations applicable to employment classification.

OUTSIDE EMPLOYMENT

A full-time employee of HCCC may engage in outside employment only if the outside employment does not:

1. Constitute a conflict of interest
2. Occur at a time when the employee is expected to perform his/her assigned duties
3. Diminish the employee's efficiency in performing his/her primary work obligation at the institution.

PROFESSIONAL CONDUCT

Professional conduct of employees is necessary for the orderly operations of any institution and for the benefit and protection of the rights and safety of all students and employees. Employees are required to be courteous and considerate in all encounters with students, visitors and fellow employees. To avoid any appearances of partiality, compromise and/or abuse of power, no College employee may have a social, romantic or sexual relationship with a College student for whom s/he has a current supervisory, instruction/tutoring or advising role, even when the relationship is consensual. Such documented behavior will be considered in employment decisions and could lead to disciplinary action in accordance with the collective bargaining agreements and at-will employment provisions.

FERPA

As a College employee, one may have access to or knowledge of information pertaining to a student or students on the campus. ALL information on private matters regarding students should be considered confidential, NEVER to be disclosed to others, not even to other employees, unless such disclosure is clearly in the student's educational interest, is a matter of health and welfare, or otherwise constitutes an exception under the Family Educational Rights and Privacy Act of 1974 (FERPA). Employees should contact the Dean of Student Affairs for clarification, if needed. Information about students, employees, and internal relationships in the College may only be released to outside parties by designated College personnel, within limits set by the College policy and in compliance with Federal and State regulations. Any employee failing to comply with this policy may be subject to disciplinary action in accordance with collective bargaining agreements and at-will employment provisions.

ELECTRONIC COMMUNICATION AND INTERNET USE

The following guidelines have been established for using the Internet, College provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, College-provided equipment (e.g., cell phones, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon the College or be contrary to the College's best interests; and engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.

- Employees should not open suspicious e-mails, pop-ups or downloads. Contact ITS with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the vent of litigation. Be aware of this possibility when sending e-mails within and outside the College.

RIGHT TO MONITOR

All College-supplied technology and College-related work records belong to the College and not to the employee. HCCC monitors use of the College-supplied technology. Inappropriate or illegal use of communications may be subject to disciplinary action up to and including termination of employment.

SOCIAL MEDIA AND INTERNET POSTING POLICY

Social networking, both professional and personal, is a popular way to connect with friends, foster relationships and create a complex group of online networks and online communities. However, these new communication and networking opportunities also create new responsibilities for those who engage in social networking. Employees who choose to use or contribute to online media are not only impacting their personal image, but may be potentially impacting the image of the College. The purpose of this policy is to provide reasonable guidelines for online behavior for employees of the College.

This social media policy is not intended to nor will it restrict a majority union representative's rights to communicate with its unit members in accordance with law, and it is not intended to restrict communications or dissuade discussions among employees about wages, terms and conditions of employment or working conditions otherwise protected by law.

General Rule

Employees must never engage in communication which adversely affects the College's professional image or confidentiality obligations. Also, remember that your own reputation is at risk – what you say or do, even if not otherwise connected to the College, may be seen by, citizens, residents or others who will make judgments about you based upon what you place online. Your position in the College could thus be impacted by your personal internet activities. This Social Media and Internet Postings policy applies, but is not limited to, use of the following multimedia and social networking websites:

- Media such as, but not limited to, Facebook, Twitter, MySpace, LinkedIn, YouTube, Instagram, Snapchat, etc.
- Websites and Blog Site(s) including Personal Blog(s)
- Wikis such as Wikipedia and any other site(s) where text can be edited or posted
- Social bookmarks
- Forums or Job boards

All of these activities on these sites are referred to as "Internet postings" in this policy. Please be aware that a violation of this policy may result in disciplinary action up to and including termination from employment.

September 12, 2017

Common sense is the best guide if you decide to post information that is in any way related to the College, its employees, students, visitors, the public or your employment.

This policy prohibits social media/internet postings that include, but are not limited to:

- 1) Disparaging comments against the College, co-workers, managers, students or the public;
- 2) Disparaging or negatively focusing on College services;
- 3) Revealing confidential and private information about the College, its employees or its students;
- 4) Harassing, offending, threatening, discriminating against, bullying or intimidating other employees or vendors/visitors or students of the College;
- 5) Appealing to racial, ethnic, gender or similar prejudices/stereotypes; or
- 6) Are maliciously false.

Your Internet posting(s) should reflect your personal point of view, not the point of view of the College. If you identify yourself as a College employee in any manner on any internet posting or blog, comment on any aspect of the College's business or post a link to the College, you must include the following disclaimer in an openly visible location:

"The views expressed on this post are mine and do not necessarily reflect the views of the College or anyone associated/affiliated with the College."

Please be aware that "internet postings" are not limited to blog postings. It also includes comments, videos and images. When posting your point of view, you should neither claim nor imply that you are speaking on behalf of the College.

Do not use the College's logos or trademarks in your postings without express written permission from the College President.

Your Internet postings should not violate any other applicable College policy, including but not limited to, the College's Anti-Harassment and Discrimination Policy, the College's Code of Ethics and Code of Conduct Policy, the College's Confidentiality Policy and the College's Anti-bullying Policy.

A violation of this policy may lead to disciplinary action up to and including termination from employment.

EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed, within established guidelines, for expenses incurred in connection with approved travel on behalf of the College. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted. Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and

September 12, 2017

supporting documentation to obtain reimbursement of expenses. For more details, refer to the Controller's office for detailed travel policies, procedures and authorization and reimbursement forms.

JOB REQUISITION PROCEDURE

All full-time/part-time positions are established upon recommendation of the President within the limits authorized by the Board of Trustees. In order to have a vacant position filled, it is necessary for the Department Head to complete a Position Analysis/Payroll Form, and to submit it to the Division Head and the Budget Department for approval. The Budget Department shall send the approved requisition to the Human Resources Department. Final approval is at the sole discretion of the President of the College and the Board of Trustees.

JOB VACANCIES

Notice of all campus vacancies and new positions which the College intends to fill are posted on bulletin boards in various locations for ten (10) working days.

Job opportunity notices contain the job classification, principal job responsibilities, supervisor, etc. Employees interested in applying for any open position for which they are qualified should apply online and should also send their resume to the Human Resources Department. The internal applicant should have a performance review within the past 12 months with an overall acceptable performance rating. Vacancies will be advertised externally through appropriate news media. The Human Resources Department will place all advertising of vacant positions. The Human Resources Department will review all resumes and furnish to appropriate selection committees. The interview committee will record in detail the results of the interview to reflect the basis for acceptance or rejection of the candidate.

PROMOTIONS

Internal candidates must meet the following criteria to be considered for the promotion:

1. The internal applicant must follow the procedures for applying for a Job Vacancy.
2. Must meet minimum qualifications for the new position either in educational background and/or job experience.
3. Must have had a performance appraisal in the past year with an overall rating of "Meets acceptable standards – Performance consistently meets all the responsibilities of the position."
4. In absence of items 1 and 2, the supervisor must create a development plan which will include on-the-job experiences, training required and/or formal education (within limits of tuition waiver/remission guidelines) to be initiated in the internal applicant's first year in the new position.
5. The promotion will require approval by the Division's Cabinet member and the President prior to a tentative job offer.
6. Final approval for the appointment requires Board recommendation.

7. All promotions shall be for a working test period according to the collective bargaining agreement if a union position and 60 days for a confidential employee.
8. Feedback will be given at the conclusion of the working test period.

DOCUMENTATION AT HIRE

The Human Resources Department will insure the completion of all needed employment forms for all employees. HCCC recognizes the importance of maintaining a safe workplace, with employees who are honest, trustworthy, qualified, reliable, non-violent, and do not present a risk of harm to their co-workers or others. HCCC reserves the right to conduct reference checks, background criminal history, and Social Security checks.

HCCC will comply with all immigration laws. As condition of employment every individual must provide satisfactory evidence of identity and legal authority to work in the United States through submission of a completed and verified I-9 form. College transcripts are required for certain positions. Applicants with post-secondary credentials from an institution outside the U.S., must obtain a credential evaluation from World Education Services (WES) before hire (www.wes.org).

DISCIPLINE AND DISCHARGE

It is the policy of HCCC to enforce policies, procedures, practices, rules, and regulations in a fair manner. Discipline may include, but is not limited to verbal warning, written reprimand, and suspension with or without pay, disciplinary probation and termination. Bargaining unit members should reference collective negotiated agreements for specifics regarding discipline and discharge. Supervisors of bargaining unit members must contact the Executive Director of Human Resources before initiating counseling or corrective action. The unacceptable behaviors listed below are a guideline and are not all-inclusive. Employees who engage in any of the behaviors listed below will be subject to disciplinary action up to and including termination. The list is not intended to change the “at will” status of employees not covered by a collective bargaining agreement.

- Dishonesty of any kind including theft or misappropriation of money, supplies, or equipment
- Falsification of records
- Violation of College safety and security procedures
- Failure to report work-related accidents and injuries promptly
- Violation of College drug and alcohol policy
- Reporting to work or working under the influences of intoxicants or illegal substances
- Violation of harassment and/or discrimination policies
- Sexual misconduct
- Verbal (including spreading rumors), written, cyber and/or physical bullying and intimidation

- Willful destruction, defacement or the removal of College property without authorization
- Insubordination or refusal to comply with instructions from a supervisor
- Disorderly conduct, abusive language or fighting on College premises
- Smoking in any place other than authorized area
- Falsifying or knowingly misrepresenting College paperwork/documents
- Distributing the College's intellectual property without permission
- Possession of firearms or other dangerous weapons on College premises
- Violation of College policies and procedures.

VOLUNTARY SEPARATIONS

Employees who decide to leave their employment at the College must submit a written resignation letter to their supervisor at least two or three weeks before their last day, as stated in the collective bargaining agreements that belongs to the employee. To allow for transitioning your responsibilities, days off may not be approved during your final weeks. A resignation letter is also needed for retirement. The separation date will always be the last day worked and the individual will be paid for any accrued unused vacation time they have earned. Before leaving the College, The Human Resources Department will schedule an exit interview. This will provide HCCC with an opportunity to study its overall working conditions and to evaluate the effectiveness of its personnel policies. At this time detailed information regarding medical coverage, pension information, final paycheck, etc will be discussed. Employees must return all College owned property (keys, computer equipment, ID cards, etc) to their supervisor prior to leaving HCCC. Bargaining unit members should reference collective negotiated agreements for specifics regarding voluntary separation.

HIRING OF FORMER EMPLOYEES

An employee who voluntarily terminates employment, and who leaves in good standing with a satisfactory work history with the College, shall be eligible to be considered for rehire provided he/she makes proper application for an appropriate vacancy. If rehired he/she will again start as a new employee and must serve the appropriate probationary period, regardless of the time period between termination and rehire. No credit for the past service shall be extended to a rehired employee in terms of seniority, medical coverage, vacations, sick leave, etc. except as set forth in writing or provided by a collective negotiated agreement.

SOLICITATION

It is completely against HCCC policy for solicitation of any kind to take place in the College. In order to minimize personal inconvenience and interference with orderly operations, no persons shall sell, solicit, or promote anything, including subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property. Distribution or circulation of leaflets,

pamphlets, circulars, cards, or other literature is not permitted during working time or in work areas, unless specifically authorized by the President.

EMPLOYEE RESPONSIBILITIES

INCLEMENT WEATHER

In cases of severe snow storms or other dangerous weather conditions, the President will make the decision to declare the College closed. If the decision is made to close or delay opening, this is excused paid time. However, if an employee has previously scheduled leave time on a day that subsequently becomes an emergency closing day; the employee will remain under the type of leave scheduled. If the decision is made to remain open all employees are expected to make every reasonable effort to report to work. If employees cannot report to work due to inclement weather, they must notify their supervisor in a timely manner and the absence will be charged as a personal day or accumulated vacation. Announcements of weather emergency closings will be made on specified radio stations, the college website or via telephone. The College will provide a list of radio stations that will carry an announcement concerning HCCC as the winter/severe weather season approaches

Radio Stations: 1010 WINS

WADO

WVNJ

WOR

Television: NEWS 12

Internet: <http://www.hccc.edu>

CONFIDENTIAL INFORMATION

Your work at the college may give you access to academic, personnel, or budgetary information that is considered confidential. Improper use or disclosure of such information is a violation of College policy and will be subject to disciplinary action up to and including termination.

USE OF COLLEGE PROPERTY AND FACILITIES

You may use College equipment and supplies only for work-related purposes. College computers, telephones, long-distance access lines, photocopying machines, faxes, and other equipment and materials may not be used for personal activities. College bulletin boards contain important information and official notices and may not be used for private or commercial activities. The College mail service may be used only for College purposes. Unauthorized or personal use of equipment or supplies may be grounds for termination. College property, including computers, electronic mail and voice mail, should only be used for conducting College business. Although certain codes exist to restrict access to computers, voice mail and electronic mail messages, employees should

September 12, 2017

not assume that such messages are private and confidential or that the College or its designated representatives will not need to access and review this information. The College reserves the right to monitor voice mail or electronic mail messages and to access information contained on College provided property. College vehicles must only be used for College business and not for private or commercial activities. Use of a College vehicle for College business outside of Hudson County must be preapproved by the Director of Security.

PARKING POLICY

The purpose of the Parking Policy is to provide the Hudson County Community College community with guidance on established parking areas, permits and regulations, and to ensure the proper and effective use and control of the available parking spaces. They are based on municipal ordinance, State motor vehicle regulations, and are designed benefit the College community. The College reserves the right to change/modify this policy in order to accommodate changing parking needs.

GENERAL INFORMATION

Because HCC is an urban college, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The college does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties. Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration. In Jersey City, parking is provided for all faculty adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Leows Theatre). In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, please visit the Security Department page on the MyHudson portal or the front information desk inside each College building.

For the North Hudson Higher Education Center (Union City), additional parking is provided to HCC Hangtag permit holders giving the bearer rights to park in the West New York Municipal Lot located between Kennedy Blvd. & Bergenline Ave. and between 51st St. and 52nd St. Monday thru Saturday 6 am – 10 pm.

REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must possess a current driver's license, vehicle registration card and HCCC photo ID. Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. If your permit (hang tag) is lost or stolen, a minimum \$10.00 replacement fee will be assessed. If the permit is lost or stolen, the permit holder must file a report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter.

PARKING REGULATIONS

- All vehicles must properly display a valid parking permit. Validation occurs during permit issuance from July to September. A notification will be sent indicating time, date and location.
- All drivers and vehicles must be in conformance with state driver's licensure, registration and insurance regulations.
- Motor vehicle accidents occurring on campus should be reported to the Security office immediately. The Security Department will provide information and assistance to the motorists involved.
- Parking only in marked spaces is permitted.
- Parking in driveways, sidewalks, or fire zones is not permitted. Vehicles found blocking or parked against the flow of traffic will be towed at owner's expense.
- The lack of readily available designated parking space is not an excuse for a violation of any parking regulation
- Any vehicle found to be in violation will be issued a parking citation (or warning). Parking privileges will be taken away from repeating violators.
- The speed limit on campus property is (5) miles per hour.
- All vehicular traffic will yield to pedestrians; they have the right of way.

HANDICAPPED PARKING

Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus. A copy of the Disabled Person ID card issues by the Motor Vehicle Commission authorizing use of the Handicap Parking should be provided to the Security Office. For the purpose of keeping updated information, physician approval of disability must be provided to the Security Dept. The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner's expense.

RESERVED SPACES

All reserved parking spaces are marked with signs and are reserved 24 hours a day. The unauthorized use of these spaces will result in a fine and or towing at owner's expense. The purpose of the reserved parking is to provide approved employees with a designated parking space reserved for their use during college business hours. Priority is given to as available to:

- Cabinet members
- Deans
- Associate Deans

September 12, 2017

- Assistant Deans
- Directors

Any current reserved parking space holder, whose title does not fall under the above mentioned category, will be grandfathered until either he/she switches titles or leaves employment. At this point, the space will be considered vacant and at the discretion of the administration to reassign. The Director of Safety & Security shall maintain a complete file of all records in connection with reserved spaces.

VIOLATIONS:

The college reserves the right to take parking privileges away, immobilize (boot) or to remove and impound abandoned vehicles or any vehicles found on campus:

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit
- Without a license plate;
- With an expired license plate/vehicle registration;
- Loaning parking tags to non-employees
- Parked in driveways, fire lanes or entrance apron, reserved or service vehicle spaces and reserved lots;
- Blocking a loading dock or trash dumpster;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department. The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a "show-up" fee or service fee.

SECURITY

Security officers are on duty throughout the day and late into the night according to scheduling of classes and College functions. Security is here to protect property, students, visitors, and employees, and is charged with the primary responsibility for the protection of the College community and its property. It is the responsibility of everyone at the College to maintain a safe environment.

PERSONAL APPEARANCE

It is important that all employees representing the College present a professional impression to the public, students and co-workers. Every employee is a reflection of the College, and therefore, an appropriate, neat, orderly and professional appearance consistent with the functions of the department and position is expected.

CHILDREN ON CAMPUS

HCCC has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to campus, and may not attend classes with their parent or guardian. There may be

occasions when brief visits by the children of students may be appropriate. Children of students may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted. In no case are children permitted in labs, construction/repair sites, or other areas where potential hazards exist. Children brought on campus while their caregivers are conducting business must be directly supervised at all times by their parent or guardian. Children of employees are not permitted on campus during the workday. Employees with children attending community-oriented programs at the College should plan for transportation for their children at the conclusion of the program.

YOUR BENEFITS

HEALTH INSURANCE

HCCC makes available a comprehensive medical insurance program for its full-time employees and spouse and dependent children. The health benefit plan including major medical coverage is provided under the New Jersey State Health Benefits Program. The employee may select from all available plans under the New Jersey State Health Benefits Program. If an employee fails to enroll promptly, coverage may be unduly delayed. Where the employee fails to enroll himself/herself or eligible dependents, they cannot be enrolled until the subsequent annual open enrollment period during the month of October with coverage effective January 1. Vision coverage is provided to eligible College employees. Dependent coverage is available only through Payroll deduction.

Dental coverage is also provided to eligible College employees and their eligible dependents. It is your responsibility to inform The Human Resources Department of your choice of medical insurance plan and to complete all of the appropriate enrollment forms. Additional information of health benefit extension, cost of coverage, benefit plan booklets and claim forms, etc. may be obtained from the Human Resources Department.

LIFE INSURANCE

As public employees in the State of New Jersey, HCCC employees receive life insurance pursuant to New Jersey State Law. Although the College pays towards this insurance, employees enrolled in PERS (Public Employees Retirement System) are required to contribute a small amount of your bi-weekly pay towards the premium payment for the period of one year. At the time the employee completes the application forms the amount of the share will be calculated and will be informed as to what the deduction will be.

RETIREMENT AND PENSION PROGRAM

Employees participate in one of two State Administered Pension Programs: the Public Employees Retirement System (PERS) and an Alternate Benefits Plan (ABP). All employees, except certain part-time employees, are required to participate in one of these plans. Employees will be provided a retirement and life insurance plan pursuant to New Jersey Statutes and the Rules and Regulations of the State Department of Treasury, Division of Pensions. Booklets that provide further information on the pension programs are available from the Human Resources Department.

September 12, 2017

For further details regarding benefits employees should contact the Human Resources Department or can visit <http://www.state.nj.us/treasury/pensions/shbp.htm>

TEMPORARY DISABILITY INSURANCE

Employees must notify the Human Resources Department at the onset of any disability in order to protect their rights under disability insurance plans. Under the New Jersey Disability Benefits Law, cash benefits may be payable when an employee cannot work because of sickness or injury not caused by the job. An employee may apply for temporary disability insurance if their doctor recommends them to be away from work for ten (10) consecutive work days or a period outlasting accumulated sick days. Eligible employees may receive up to 2/3 of their regular pay to a maximum established by the State of New Jersey each year and the weekly maximum benefit is payable for no more than 26 weeks. The College provides for those employees who have not yet accumulated sufficient sick days but who otherwise meet the eligibility criteria for temporary disability insurance. These employees will be allowed to borrow sick days to bridge the time so that they will be able to receive TDI payments without loss of pay.

SICK LEAVE

The College recognizes that some absences are unavoidable. Employees are reminded, however, that all absences have a considerable effect on their department and the College, and are asked to keep all absences at a minimum.

Although negotiated clauses pertaining to absences because of illness, injury and other reasons are found in the collective bargaining agreements of specific employee groups, the following practices pertaining to absences must be followed by all employees unless otherwise amended by the employee's collective bargaining agreement:

1. When an absence from work is known in advance, or when an absence is anticipated to be more than a few days, the employee shall notify his/her immediate supervisor as far in advance as possible and shall supply a doctor's note indicating the reason for the absence and the anticipated duration of the absence. This note shall be forwarded to the Human Resources Department.
2. The employee shall report unexpected absences on the day of the occurrence to his/her immediate supervisor in a timely manner. Calls placed to co-workers to report an employee's absence are not acceptable.
3. Employees returning to work from an absence of five (5) or more days may be required to provide a doctor's note indicating the dates of the illness and his/her approval of the employee's ability to return to full and unrestricted duties. The College may, however, require a medical certification of an employee's absence at any time.
4. All supervisors must maintain and correctly record all absences on the employee's attendance sheet.

FLEXIBLE SPENDING ACCOUNT (FSA)

A Flexible spending account is a pre-tax benefit account used to pay for certain out-of-pocket expenses. These expenses may include medical deductibles and copayments, medical devices, qualified prescription drugs, certain vision and dental costs, dependent

care, and commuter expenses. Employees elect an amount at open enrollment or at hire to have deducted for the FSA account which is administered by a vendor. The limit the employee may deduct and eligible expenses are determined annually by the Internal Revenue Service.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP assists employees with personal and/or work-related issues that may impact their job performance, health, mental and emotional well-being. EAPs generally offer free and confidential assessments, short-term counseling, referrals, and follow-up services for employees and their household members. The college EAP provider is E4Health.

E4Health counselors also work in a consultative role with managers and supervisors to address employee and organizational challenges and needs. Counselors at the EAP can be reached 24 hours a day, seven days a week at 1-800-227-2195. Employees in crisis are able to contact counselors on their own or may be referred by their supervisor or a representative from the Human Resources department.

WORKERS' COMPENSATION

All employees of the college are covered by Workers' Compensation Insurance. Such insurance shall provide compensation for lost time, medical expenses, surgical expenses, etc. It is the responsibility of the employee to report a work-related illness or injury to his/her immediate supervisor and the Safety and Security Department within twenty-four (24) hours of the occurrence. The employee along with his/her supervisor must complete an Employee Accident Report which may be obtained from the Safety and Security Department. The Safety and Security Department will notify and forward all documentation to the Human Resources Department. In case of a work related injury requiring medical attention beyond first aid, medical care visits will be arranged for the employee by the Human Resources Department. Normally, employees must be treated by a doctor approved by the College and the insurance carrier. Failure to be examined by an approved physician may result in claims being disputed by the insurance carrier.

VACATION LEAVE

HCCC grants vacation time to all full-time employees based upon the accrual rates listed in each of the four collective bargaining agreements. It is College policy that vacation be taken in increments of no less than one-half day, and must be approved in advance by your immediate supervisor. All employees must complete an Absence Request form in a sufficient amount of time and submit to their immediate supervisor for approval. Vacation can be approved or denied based on departmental needs.

If you become ill during your scheduled vacation time, you may request to charge the time off to sick days, with the submission of a doctor's note, and be able to retain the vacation days for another time. If a holiday observed by the College falls during your scheduled vacation period, you will be credited with having taken the holiday rather than using vacation time. All vacation time accrued during one fiscal year must be taken during the next fiscal year. The approval of the immediate supervisor and the Director of

Human Resources must be obtained for any vacation days to be carried over to the next fiscal year. This time must then be used in the subsequent calendar year.

Upon leaving the College any employee will be compensated for each unused accrued vacation day. Vacation time is not accrued until the 25th day of any month. Bargaining unit members should reference their respective collective bargaining agreement for specific details regarding vacation leave.

HOLIDAYS

The College observes 12 official and 4 “floating” paid holidays during the year. This schedule is announced at the beginning of the fiscal year, and varies slightly, depending on the employee’s collective bargaining agreement. Some part-time employees who qualify to become members of the applicable bargaining unit are also entitled to these holidays. Other part-time employees are not eligible for paid holidays; however, with the supervisor’s prior permission may make up the time on an alternate day within the week in which the holiday falls. “Floating” holidays will be pro-rated during the first year of employment for eligible employees based on the date of hire. “Floating” holidays may be taken on the official day of the particular holiday, or may be taken as a paid day off another time, scheduled by mutual agreement between the employee and supervisor. “Floating” holidays may not be carried over into the next fiscal year. When a holiday falls on a weekend day, it is observed on the following Monday. To be eligible for holiday pay, you must work your regularly scheduled workday before the holiday, and the day after the holiday, if scheduled to work, unless excused by the supervisor as a scheduled vacation day or personal day, or other paid or unpaid day. If the absence is due to illness, you may be asked to provide a doctor’s note.

Holidays officially observed by the College include:

Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
One week between Christmas and New Year’s Day
New Year’s Day
Martin L. King, Jr.’s Birthday
President’s Day/Weekend*
Good Friday
Memorial Day

*Weekend for members of HCCC Academic Administrative Association and HCCC Support Staff Federation only as applicable Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL DAYS

September 12, 2017

Full-time employees are eligible to use three personal days. These days may be used in conjunction with vacation days, sick days, or holidays, and may require the supervisor's approval. An Absence Request Form must be completed to request use of a personal day. Personal days are pro-rated based on date of hire for year one of employment and may not be carried over to the next fiscal year. Bargaining unit members should reference their respective collective bargaining agreement for specific details regarding personal days.

BEREAVEMENT LEAVE

All regularly appointed employees are eligible for leave with pay in the event of the death of a member of the immediate family. Employees may be granted paid time off up to (5) working days. The "immediate family" includes: spouse, children, parents, foster parents, siblings, grandparents, grandchildren, step-parents, step-children, in-laws, domestic partner or other person who occupies such position within the family, or a person living in the same household. If, at the time of the bereavement, the employee is on any type of leave other than vacation, the employee is not eligible for paid bereavement leave. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

JURY DUTY

The College encourages each and every employee to perform his/her civic duty when contacted to report for jury service. Upon receipt of notification to serve on a jury, the employee shall provide a copy of the summons to his/her immediate supervisor and the Human Resources Department. A College employee who is summoned to court to perform jury duty or who is subpoenaed to appear in court relative to matters in which the employee has no personal or financial interest is entitled to receive his or her regular pay, provided that the employee remits to the College any payment received for appearing in court. A verification of service should be attached to the employee's timesheet upon release from jury duty. If jury duty is cancelled, the employee is required to report to work.

MILITARY AND NATIONAL SERVICE LEAVE

An employee who leaves his/her position for extended compulsory active duty in the military service of the United States during a state of war or national emergency, or for periods of required military training, shall be granted a military leave without pay for the duration of his/her commitment in accordance with the terms of applicable laws. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL LEAVE OF ABSENCE

An employee in good standing may apply for a personal leave of absence under certain circumstances which may include military or reserves duty as well as other personal reasons. During the leave, the employee will be responsible for paying the premiums for

health insurance to the Controller's Office. Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification

FAMILY AND MEDICAL LEAVE ACT

Through the Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA) eligible employee may be entitled to family and/or medical unpaid leave for up to (12) weeks in a 24 month period. The FMLA allows 12 weeks in a 12-month period. These leaves usually overlap. The purpose of the leave shall be for the employee to provide care made necessary by reason of the birth or adoption of a child, or for the care of immediate family members (spouse, child or parent) who have a serious health condition; the Federal Act allows leave for the employee's own serious health condition. An employee is eligible for such leave if she/he is employed for at least twelve (12) months or not less than one thousand (1,000) hours. If leave is foreseeable, the employee shall provide 30-day notice to their immediate supervisor and the Human Resources Department in a manner that is reasonable and practicable. Any period of family leave must be supported by a certification issued by a duly licensed health care provider. During this leave, health benefits will remain in place and will be paid by the College. Complete details concerning eligibility and further information shall be provided by the Human Resources Department.

NEW JERSEY FAMILY LEAVE INSURANCE

Employees may be eligible for salary continuation benefits during certain family leaves. This benefit is provided by the State of New Jersey and benefits are paid for by required payroll deductions. The law allows employees to receive salary benefits for up to six weeks in a twelve month period if the employee is absent from work to care for: (1) a newborn child; (2) a newly-adopted child; or (3) a family member with a "serious health condition." Generally, a serious health condition is an illness or injury which requires either inpatient care or continuing medical treatment or supervision by a health care provider.

To be eligible, an employee must have worked 20 or more base weeks in the 12 months preceding the week in which the family leave began. Employees are required to give reasonable advance notice of the leave and attempt to schedule leave so as not to unduly interrupt the College's operations. An employee's application for Family Leave benefits will be evaluated by the New Jersey Department of Labor and not by the College.

Employees must use up to two weeks of available sick, vacation or other paid time off provided by the College before being eligible to receive any benefits from the State. This period will count as part of the six weeks of benefits available to the employee. For example, if an employee uses one week of sick time, he or she will only be eligible for a maximum of five weeks of family leave benefits.

Note: This is NOT a leave policy. An employee's job and/or any employment benefits are not guaranteed during a period of paid family leave.

September 12, 2017

TUITION REMISSION/REIMBURSEMENT

All regularly appointed full-time employees of the College and their dependents may be entitled to free tuition in any course of study at the College, provided space is available and they meet the College requirements for admission to credit courses depending on fund availability, employees may be reimbursed for tuition paid at other institutions for courses successfully completed that are relevant to the employee's work. Remission/Reimbursement Forms must be submitted for approval by the supervisor, Controller's Office and the Human Resources Department. Bargaining unit members should reference their collective negotiated agreements for specifics applicable to their employment classification.

Procedures for Tuition Remission

- 1) The Employee/Dependent/Spouse must first be accepted to the College through the admissions process.
- 2) Registration for classes begins for the employee/dependent/spouse on the first day of Late Registration for each semester, as dictated by the Academic Calendar. If the employee/dependent/spouse registers before late registration, all Tuition & Fees apply, and employee and/or eligible dependent forfeits the waiver for the semester.
- 3) Once registration is completed the employee/dependent/spouse must inform the Bursar's Office that s/he will be submitting an Employee Tuition Waiver so that the applicant is not dropped from classes for non-payment. The employee/dependent/spouse completes a Hudson County Community College Employment Request for Tuition Waiver Form, which is available on the portal section of the Human Resources Department page.
- 4) Submit the completed request for Tuition waiver Form to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor and the Controller. If the employee/dependent/spouse receives any financial aid grants or scholarship assistance, the applicant will not be eligible for a tuition waiver. The employee/dependent/spouse can only choose one benefit: Financial Aid OR Employee Tuition Waiver.
- 5) Any applicable mandatory fees such as, Application Fees, Testing Fees, Transcript Fees, and Graduation Fees are not included in the Employee Tuition Waiver and must be paid in the Bursar's Office.
- 6) For special programs (e.g., Culinary, Nursing, Radiography, etc.), fees and uniforms are not covered in the tuition waiver program.
- 7) All Employee Tuition Waiver Forms must be submitted to the Human Resource Department within (8) Calendar Days of the first day of class for the semester requested.

MISCELLANEOUS

IDENTIFICATION CARDS

Employees of HCCC are issued Identification Cards on their first day of hire. The Human Resources Department will direct the new employee to the Safety and Security

September 12, 2017

Department who will issue the card. The purpose of this card is to provide evidence of employment. Identification cards are the property of the College and all employees are required to return their cards to the Human Resources Department upon termination of employment.

HCCC BOOKSTORE The College bookstore is located at 162 Sip Avenue on the first floor. Its hours are posted and may vary depending on class scheduling or registration period. Employees are entitled to a discount.

LIBRARY/LEARNING RESOURCE CENTER

The HCCC Library supports the research and learning needs of all HCCC students, faculty, and staff. Library services include reference assistance, library instruction sessions, and access to print and online resources. The Main Library is located in the L Building. At the North Hudson Campus the Library is located on the third floor. Online resources may be accessed at www.hccclibrary.net <http://www.hccclibrary.net>.

MEDIA GUIDELINES

The Director of Communications serves as the official and primary Hudson County Community College spokesperson, and conveys the official College position to members of the media corps. Inquiries from the media about all programming, events and issues – and those that are of a sensitive/controversial nature – should be referred to the Director of Communications. In the event of a crisis or emergency situation, the Director of Communications or a designee will handle all contacts with the media, and will coordinate the information provided from the College to the public. In these situations, all campus departments must refer calls from the media to the Director of Communications to ensure accurate and concise information is provided to the media. For more information on the College's media guidelines, please use the Communications link on *About HCCC* on the College Website

IN CLOSING

We hope this Handbook will help you feel comfortable with us—your success is our success. This Employee Handbook is intended to give you a broad summary of things you should know about Hudson County Community College. If there are any questions or subjects not covered in this handbook do not hesitate to ask your supervisor or the Department of Human Resources. As always bargaining unit members should reference their bargaining agreement as that agreement will prevail over any policies contained herein. The policies, benefits and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed with the approval of the President and Board of Trustees, employees will be notified. The policies in this Handbook are to be considered as guidelines. Again, welcome to HCCC. Please do not hesitate to speak to your supervisor or the Human Resources Department if you have any questions or comments.

September 12, 2017

Human Resources

81 Sip Avenue
Jersey City, NJ 07306
Phone: (201) 360-4070; Fax: (201) 714-2509

Department Administration and Staff

Vivien Ray
Executive Director of Human Resources
EEO Compliance Officer
Title IX Coordinator
81 Sip Avenue
Jersey City, NJ 07306
(201)360-4073
vray@hccc.edu

Dedrick Albert
Human Resources Administrator
81 Sip Avenue
Jersey City, NJ 07306
(201)360-407
dalbert@hccc.edu

Jennifer Feliz
Human Resources Specialist
81 Sip Avenue
Jersey City, NJ 07306
(201)360-4070
jfeliz@hccc.edu

September 12, 2017

Hudson County Community College
Safety and Security

Lower level, 25 Journal Square
Jersey City, NJ 07306
Phone: (201)360-4080
Fax: (201)714-7263

Security – Bldg. A
Front Desk 1st Floor
70 Sip Ave.
Jersey City, NJ 07306
201-360-4149

Security – Bldg. B
Front Desk 1st Floor
25 Journal Square
Jersey City, NJ 07306
201-360-4080/4089

Security – Bldg. C/D
Front Desk 1st Floor
162-168 Sip Ave.
Jersey City, NJ 07306
201-360-4092

Security – Bldg. E
Front Desk 1st Floor
161 Newkirk St.
Jersey City, NJ 07306
201-360-4710

Security – Bldg. F
Front Desk 1st Floor
870 Bergen Ave.
Jersey City, NJ 07306
201-360-4086

Security – Bldg. G
Front Desk 1st Floor
81-87 Sip Ave
Jersey City, NJ 07036
201-360-4105

Security – Bldg. I
Front Desk 1st Floor
119 Newkirk St.
Jersey City, NJ 07306
201-360-4087

Security – Bldg. J
Front Desk 1st Floor
2 Enos Place
Jersey City, NJ 07306
201-360-4096

Security – Bldg. L
Front Desk 1st Floor
71 Sip Ave.
Jersey City, NJ 07306
201-360-4090

Security – Welcome Center (Bldg. W)
Front Desk 1st Floor
1 Path Plaza
Jersey City, NJ 07306
201-360-5363

Security – 6501 Polk St. South
Front Desk 1st Floor
6501 Polk St.
West New York, NJ 07093
201-360-4712

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

IX. ACADEMIC AND STUDENT AFFAIRS

**1. Proposed New Academic Degree program
Associate in Science (AS) in Exercise Science (62 credits)**

REPORT/BACKGROUND

In early Fall 2016, a task force was formed as one of a number of collaborative efforts to develop strategies to reverse declining enrollment trends and support HCCC Strategic Plan 2016-2021 initiatives. The group is tasked with exploring and analyzing economic trends and ever-changing market/community needs in the county and metropolitan areas. The information is being used to assist in assessing and implementing new educational programs to best serve the county residents.

HCCC proposes a new academic degree program with anticipated implementation in Spring 2018.

1. Associate in Science (AS) in Exercise Science (62 credits)

The 62-credit program (Attachment I) provides students with a knowledge base in scientific principles and requires the development of basic skills in exercise assessment, prescription and programing in healthy populations, performance enhancement, prevention and treatment of sports injuries, nutritional principles applied to exercise and sport, patient/client interpersonal relations and professional ethics and behavior.

Students are prepared to sit for the national certifications in Personal Training from any of the following ACSM-American College of Sports Medicine, NASM-National Academy of Sports Medicine, NSCA-National Strength and Conditioning Association and ACE- American Council on Exercise. Graduates are prepared to enter the workforce in the fitness industry, including commercial and clinical settings such as health clubs, corporate fitness centers, personal training, health promotion, program management and personal coaching as well as transfer to baccalaureate degrees such as Exercise Science, Kinesiology, Biomechanics, Health or Physical Education. Articulation agreements with New Jersey City University, St. Peter's University, Kean University, Montclair State University and William Paterson University will be acquired.

As businesses, government and insurance companies continue to recognize the benefits of health and fitness for their employees, incentives to join gyms and other types of health clubs are expected to increase the need for credentialed fitness trainers and instructors at both the entry level and beyond.

The job outlook is for growth at 8% beyond the normal employment rate. The 2015 employment level was at 279,100 positions and is projected to be at 302,500 positions by 2024. The average national salary for 2015 at this entry level position is \$36,160 annually or \$17.39 an hour. In May 2015, the annual mean wage for New York was \$59,830 and in New Jersey the annual mean wage was \$51,130.

This degree program supports the College's mission and aligns with key institutional priorities including but not limited to a commitment to academic excellence, collaboration with community partners, and the operationalization of the facilities master plan.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the proposed Academic Degree: 1) Associate in Science in Exercise Science, effective Spring 2018.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President, the Administration and the Academic and Student Affairs Committee and approve the Proposed New Academic Degree program Associate in Science (AS) in Exercise Science (62 credits) as outlined above.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Joanne Kosakowski

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

9-12-17
Date



PROGRAM ANNOUNCEMENT COVER PAGE

Date: July 18, 2017

Institution:	Hudson County Community College
New Program Title:	Exercise Science
Degree Designation:	Associate in Science
Programmatic Mission Level For Institution (see Appendix C in AIC Manual)	Associate
Degree Abbreviation:	EXSCLAS
CIP Code and Nomenclature (if possible): <i>If outside the classification indicate Not Applicable.</i>	310505 Exercise Science
Campus(es) where the program will be offered:	Journal Square Campus 25 Journal Square Jersey City, NJ 07306
Date when program will begin (month and year):	January, 2018
List the institutions with which articulation agreements will be arranged:	New Jersey City University St. Peter's University Kean University Montclair State University William Paterson State University

Is licensure required of program graduates to gain employment? _____ Yes X No
Electives within the major allow for students to sit for a certification exam in Personal Fitness Training. Students may choose the specific exam. Successful passing of the NASM, ACSM, ACE or NSCA examination provides certification that is required to work as a personal trainer in many places.
NJ State has pending legislation to require all personal trainers to be certified.

Will the institution seek accreditation for this program? _____ Yes X No
Accreditation is not required. But passing the credential examination given by any of these nationally recognized agencies is an essential component for employment: National Academy of Sports Medicine (NASM), American College of Sports Medicine (ACSM), National Strength and Conditioning Association (NSCA), National Council on Strength and Fitness, and the American Council on Fitness (ACE). Students qualify and are prepared to take any of these examinations.

▪ If yes, list the accrediting organization:

Program Announcement Narrative:

- Objectives page(s): __3__
- Need page(s): __4-6__
- Student enrollments page(s): __6__
- Program resources page(s): __6-9__



PROGRAM ANNOUNCEMENT

Exercise Science

Program Announcement Narrative

I. Objectives

The Exercise Science program provides students with a knowledge base in scientific principles and requires the development of basic skills in exercise assessment, prescription and programing in healthy populations, performance enhancement, prevention and treatment of sports injuries, nutritional principles applied to exercise and sport, patient/client interpersonal relations and professional ethics and behavior.

The program prepares students to enter the workforce in the fitness industry, including commercial and clinical settings such as health clubs, corporate fitness centers, personal training, health promotion, program management and personal coaching.

The degree program prepares students to sit for the national certifications in Personal Training from any of the following ACSM-American College of Sports Medicine, NASM-National Academy of Sports Medicine, NSCA- National Strength and Conditioning Association and ACE- American Council on Exercise. Additional certificates in First Aid and CPR are available.

Program graduates may also transfer to baccalaureate degrees such as Exercise Science, Kinesiology, Biomechanics, Health or Physical Education. Articulation agreements with New Jersey City University, St. Peter's University, Kean University, Montclair State University and William Paterson University will be acquired.

Catalog Program Description:

The Exercise Science Associate Degree program is an academic degree with the ability to transfer to a baccalaureate degree program to pursue degrees in Exercise Science, Biomechanics, Kinesiology, Health or other pre-professional programs. This program also has the option for students to sit for a national accredited Personal Training Certificate of their choice. The certificate provides students with the necessary theories and practical skills needed to sit for a national certificate exam.

Upon successful completion of the program, graduates will be able to:

1. Demonstrate an understanding of functional anatomy and biomechanics of the human body.
2. Assess and evaluate an individual's health and performance based on skills acquired through the principles of exercise physiology, kinesiology, biomechanics, and health and wellness guidelines.
3. Design, implement and evaluate wellness and fitness programs for seemingly healthy individuals and people with controlled chronic diseases.
4. Apply knowledge and practical experience to successfully pass a nationally specified professional certificate.

II. Evaluation and Learning Outcomes Assessment plan for the program

Information is provided in Appendix A

III. Relationship of the program to institutional strategic plan and its effect on other institutional programs at the same institution.

The Exercise Science program meets Goal One: Academic Excellence with the option for students to take national credentialing exams for Personal Trainers. This enhances the students' standing when seeking employment. This is a new program under the expansion of STEM and Health Related Programs. Goal Three: Performance-Based Culture is met through the certification exam results and the potential number of students who will be accepted in transfer to four year programs. Goal Five will be met through collaboration and use of facilities with the Hudson County Schools of Technology, NJCU, and St. Peter's University. Goal Six: Community Partnerships for the Exercise Science major will enhance both the College and the Community. Sharing of facilities, providing programs to the county and city schools systems will continue to grow as the program grows.

IV. Need

b) Justification

The Exercise Science Associate Degree program is an academic degree with the ability to transfer to a baccalaureate degree program to pursue degrees in Exercise Science, Biomechanics, Kinesiology, Health or other pre-professional programs. This program also has the option for students to sit for a national accredited Personal Training Certificate of their choice. The certificate provides students with the necessary theories and practical skills needed to sit for a national certificate exam.

The classification of Exercise Science according to the current Occupational Outlook Handbook falls within the titles of Fitness Trainers and Instructors. These professions fall within the top tier of industries for employment and wages.

The job outlook is for growth at 8% beyond the normal employment rate. The 2015 employment level was at 279,100 positions and is projected to be at 302,500 positions by 2024. The average national salary for 2015 at this entry level position is \$36,160 annually or \$17.39 an hour. In May, 2015, the annual mean wage for New York was \$59,830 and in New Jersey the annual mean wage was \$51,130. By specific metropolitan areas of New York-Jersey City-White Plains NY-NJ Metropolitan Division the number of jobs increase and so the do hourly mean wage of \$31.65 and Annual mean wage of \$65,830. It has been noted by the Regional Manager of NASM-National Academy of Sports Medicine that the top salary of an experienced training in the NY-NJ metropolitan area is over \$90,000 per year. These top salaries are predicated on experience and quality of product/training the trainer delivers.

As businesses, government and insurance companies continue to recognize the benefits of health and fitness for their employees, incentives to join gyms and other types of health clubs are expected to increase the need for credentialed fitness trainers and instructors at both the entry level and beyond.

Students completing Exercise Science A.S. degree will have opportunities to enter the profession on entry –level status. The salary is often dictated by the number and variety of fitness credentials, along with experience a personal trainer has. We will offer students a choice of basic certification which is the building block for all other training specialties. Graduates who choose to transfer to NJCU will have the opportunities to pursue additional certifications in Pilates, Bokwa Dance Fitness, Bokwa Punch & Strike, Bolly X and Project Adventure.

Graduates of the Exercise Science AS degree will be able to transfer to four years colleges for bachelor degrees in Exercise Science, Kinesiology, Biomechanics or Physical Education, including St. Peter's University, New Jersey City University, Kean University, William Paterson University, Montclair State University or Rutgers.

c) Relationship of the program to institutional master plans and priorities

This program in Exercise Science is integrated with the goals of the 2016-2021 Strategic Priorities and Goals. Under Goal One: Academic Excellence, the new program incorporates 1.1 which calls for development of new credit and non-credit programs and classes to meet the career and workforce needs, the demands of the new economy, and changing demographics. In Goal Six: Community Partnerships, the Exercise Science major is expanding on 6.1 by working with other local colleges to provide academic experiences for the HCCC students. In 6.5, the Exercise Science major includes components of the Personal Fitness Trainer certification. The Hudson County Vocational Schools and the Jersey City Public Schools are currently in conversation to establish links to the program both at HCCC and the individual schools.

d) Comparison to similar programs within the state and in neighboring states

New Jersey	A.S.	B.S.	New Jersey CIP Code
County College of Morris	Exercise Science		131314
Rowan at Gloucester	Exercise Science		131314
Raritan Valley C.C.	Exercise Science		131314
Mercer County C.C.	Exercise Science		131314
Salem County C.C.	Exercise Science		131314
College of New Jersey		Health & Physical Education	131314
Stockton State		Exercise Science	310505
Montclair State University		Exercise Science	310505
Rutgers		Exercise Science & Sports Studies	310505
William Paterson University		Exercise Science: Exercise Physiology	310505
Georgian Court		Wellness & Sports	310505
St. Peter's University		Health & Physical Education	310599
Monmouth University		Health & Physical Education	310501
New York Colleges	A.S.	B.S.	

Kingsborough C.C	Kinesiology & Exercise Science		
Rockland C.C.	Health & Physical Education/Fitness		
Dutchess C.C.	Exercise Science & Wellness		
CUNY-Brooklyn		Exercise Science	
CUNY-Lehman		Exercise Science	
CUNY-Queens		Nutrition & Exercise Science	
LIU-Brooklyn		Exercise Science	
Mercy College		Exercise Science	

Each of the Community Colleges in both states have similar curriculum and outcomes. Much of this is dictated by the need to obtain a certification in order to gain employment within the fitness industry. The bachelor's programs vary slightly in the curriculum and outcomes. The upper division schools' focus allows for students to graduate and enter the workforce and/or continue in graduate specialty programs. The choice students have is dependent upon their unique personal goals.

The uniqueness of the Exercise Science A.S. degree at Hudson County Community College is the incorporation of the Personal Fitness Training Certificate into the Associate Degree in order for students to maximize their opportunities.

V. Students

Projected Enrollment in Exercise Science Associate Degree Program

Year One	Year Two	Year Three
1 st Semester 20	1 st Semester 25	1 st Semester 25
2 nd Semester 20	2 nd Semester 25	2 nd Semester 25
Year Total 40	Year Total 50	Year Total 50

Students must have medical clearance before beginning program.

VI. Program Resources

Briefly describe the additional resources needed to implement and operate the program during the program's first five years, e.g., the number of full-time faculty, number of adjunct faculty, computer equipment, print and nonprint material.

Faculty

Faculty teaching EXS course content must possess a Master's Degree and are encouraged to hold a recognized credential from any of the following:

ACSM-American College of Sports Medicine

NASM-National Academy of Sports Medicine

ACE- American Council on Exercise

NSCA-National Strength Training and Conditioning Association

NATA-National Athletic Trainers Association

Existing courses will be taught by Health and Biology faculty:

BIO 107 Human Biology or Anatomy & Physiology I
HLT 103 Principles of First Aid
HLT 210 Medical Law & Ethics
HLT 211 Community Health
HLT 212 Substance Abuse & Addiction

A limited exercise science lab will be created to provide specific training in areas of Kinesiology, Exercise Measurement & Prescription and Exercise Physiology. The equipment recommendations are listed in Appendix B. This lab will be shared with the Personal Fitness Trainer Program and the future Health Related Programs. The lab is for instructional purposes only.

The need to have greater facilities for this program and future programs has been investigated with New Jersey City University, St. Peter's University, and Kean University. Further discussion will continue as the program needs are solidified. Additional space discussions and programing options are under discussion with Hudson County Schools of Technology, located at 525 Montgomery St. Jersey City, New Jersey, as they prepare to open the new gym and fitness facility for Fall of 2017.

Computers and Software

Students will have full access to computer labs. Students' textbooks will have access codes included for on line workbooks and laboratory procedures.

Dartfish Software currently \$720.00/annually. This software analyzes motion and will be used in Exercise Physiology, Kinesiology and Exercise Measurement and Prescription courses for Exercise Science and for the Personal Fitness Trainer Certificate courses in Personal Training, Program Design and Implementation, and Foundations of Personal Training.

Students will be expected to purchase/or enroll in one of the following programs to supplement their textbooks for additional specific information for exercise and nutrition. Students will be given supplemental information by the instructor as to the pros and cons of each program and the requirements for the specific class.

BioEx, Systems, Inc. <http://www.bioexsystems.com/> \$89.95/year

Cybex Exercise Pro Lives School & Student Programs with add-on Nutrition Programs. The expected per student cost is \$24.99 per student per year.

Hep2Go <http://www.hep2go.com/> --free

ExorLive https://support.exorlive.com/hc/en-gb/articles/208298389?utm_campaign=80616hv00_UK&utm_content=10&utm_medium=email&utm_source=autoresponder - free

WebExercise <https://www.webexercises.com/> free

Additional proposed programs in Allied Health for Pre-Professionals in Athletic Training, Physical Therapy, Occupational Therapy and Physician Assistant will also benefit from these programs.

Internship sites

If students opt for the Personal Fitness Trainer component, they will be guided to take the internship sites to complete the 60 required hours. If students in the Associate Degree opt for an internship, they will be guided to take 90 required hours.

References

Textbooks, dictionaries, and handbooks will be located in the Exercise Science Lab.

Library Services

Students will have full access to library services through HCCC. This is the currently available listing of Books, Streaming Videos and Databases.

Books

American Council on Exercise. (2014). *Personal Trainer Manual 5th edition*. San Diego, CA.

Al-Masri, L., & Bartlett, S. (2011). *100 questions & answers about sports nutrition and exercise*. Sudbury, MA: Jones and Bartlett.

Burgan, M. (2016). *Health careers in sports*. Broomall, PA: Mason Crest.

Clark, M.A, Sutton, B., & Lucett, S.C. (2014). *NASM Essentials of Personal Fitness Training, 4th edition*. Burlington, MA: Jones & Bartlett Learning

Howley, E.T. & Thompson, D. L. (2017). *Fitness Professional's Handbook 7th edition*. Champaign, IL: Human Kinetics.

Kennedy, E., & Markula, P. (2011). *Women and Exercise: The Body, Health and Consumerism*. Routledge.

Liebman, H. L. (2013). *Anatomy of core stability*. Buffalo, NY: Firefly Books.

McKenzie, S. (2013). *Getting physical: The rise of fitness culture in America*. Lawrence, KS: University Press of Kansas.

Reynolds, G. (2012). *The first 20 minutes: Surprising science reveals how we can exercise better, train smarter, live longer*. New York: Hudson Street Press.

Sanders, S. (2015). *Encouraging physical activity in toddlers*. Lewisville, NC: Gryphon House.

Silver, J. K., & Morin, C. (2008). *Understanding fitness: How exercise fuels health and fights disease*. Westport, Conn.: Praeger.

Streaming Video

Breitenmoser, K. (Producer). (n.d.). *The body in motion: fitness, skill and training* [Motion picture]. Video Education Australasia.

Dean, C. (Director). (n.d.). *Nutrition for sports and exercise* [Motion picture]. Meridien Education Corporation.

Databases

Academic Search Complete
CINAHL Plus with Full Text
Gale Virtual Reference Center
Health Reference Center
Science Direct

VII Degree Requirements

Curriculum Design

Degree Program ____Associate of Science in Exercise Science____

COLLEGE REQUIRMENT: Credits

CSS 100	College Student Success	1
---------	-------------------------	---

GENERAL EDUCATION: Credits

BIO 111	Anatomy & Physiology I	4
CSC 100	Intro to Computers & Computing	3
ENG 101	College Composition I	3
ENG 102	College Composition II	3
ENG 112	Speech	3
MAT 100	College Algebra	3
PSY 101	Introduction to Psychology	3
SS/HUM ELECTIVE	Social Science / Humanities Elective#	3
DIVERSITY ELECTIVE	(see catalog for choices) #	3
HUMANITIES ELECTIVE	(see catalog for choices) #	3

Credits 31

Major (Specialized) Requirement

Course Title- Required		Credits
BIO 211	Anatomy & Physiology II	4
EXS 101	Introduction to Exercise Science	2
EXS 2xx	Kinesiology	4
EXS 2xx	Exercise Physiology	4
EXS 2xx	Exercise Measure & Prescription	4
EXS 1xx	Aerobic Training *	3
EXS 1xx	Resistance Training Methods *	3

* at NJCU campus

Advisement by Director for most applicable courses.

Restricted Major Electives Choose 2

EXS 115	Sports Nutrition	3
EXS 1xx	Fundamental of Coaching	3
EXS 1xx	Introduction to Sports Management	3
EXS 2xx	Physiology of Exercise and Healthy Aging	3
EXS 2xx	Internship/Test Prep in Personal Training	3
HLT 103	Principles of First Aid	3
HLT 124	Personal Health & Wellness	3
HLT 210	Medical Law & Ethics	3
HLT 211	Community Health	3
HLT 212	Substance Abuse & Addiction	3
PFT 103	Health Fitness Management	3

Total major credits 30
Total Program credits 62

Some of these electives are required courses in certain proposed transfer agreements with Kean University, William Paterson University, New Jersey City University, and Montclair State University. Please consult with Program Director for specifics.

Students who have completed the Personal Fitness Training Certificate may substitute the following courses:

PFT 101 Foundations of Personal Training	for	EXS 2xx Kinesiology
PFT 2xx Program Design & Implementation	for	EXS 2xx Exercise Measurement & Prescription
PFT 2xx Personal Fitness	for	EXS 2xx Exercise Physiology
PFT 230 Internship/ Test Prep*	for	EXS 230 Internship/Test Prep in Personal Training

*Certificate Students need to consult Program Director for specific more details.

Proposed Semester Progress

First Semester	Credits	Second Semester	Credits
BIO 111 Anatomy & Physiology I	4	BIO 211 Anatomy & Physiology II	4
CSS 100 College Student Success	1	ENG 112 Speech	3
CSC 100 Intro to Computers	3	ENG 102 College Composition II	3
ENG 101 College Composition I	3	EXS 1xx Aerobic Training*	3
EXS 101 Introduction to Exercise Science	2	MAT 100 College Algebra	3
EXS 1xx Resistance Training Methods*	3		
	Credits		Credits
	16		16
Third Semester	Credits	Fourth Semester	Credits
PSY 101 Intro to Psychology	3	EXS 2xx Exercise Measurement & Prescription	4
EXS 2xx Kinesiology	4	EXS 2xx Exercise Physiology	4
Major Restricted Elective	3	GEN Ed Elective-Humanities	3
GEN Ed Elective-SS/HUM	3	Major Restricted Elective	3
		Diversity Elective	3
	Credits		Credits
	13		17

Total degree credits 62

*These classes will be taken at NJCU.

Required Course Descriptions:

BIO 111 Anatomy and Physiology I 4 CR

This course examines the structure and physiological processes of the human body and provides a background for understanding health problems, diagnosis, and treatment. 3 hours lecture/3 hours lab.

BIO 211 Anatomy and Physiology II 4 CR

This course is a continuation of Anatomy and Physiology I. Students will become acquainted with the basic functions, complexities, and inter-relationships of the components of the human body. Topics will include the circulatory, endocrine, digestive, excretory, and reproductive systems. Lectures are supplemented by laboratory sessions which will include dissection and elementary physiologic experiments. 3 hours lecture/3 hours lab. **Prerequisite: BIO 111**

CSS 100 College Student Success 1 CR

Helps students acquire the skills and perspective they need in order to simultaneously succeed in college and prepare for careers. Students explore the cultures of college and the workplace with an emphasis on the role of communication skills, credentials, and research techniques in each. Time and stress management are also considered. Students submit weekly journals on assigned topics. In addition, they participate in small

group discussions and seminars, investigate the support services available in the College and community, and prepare job search portfolios.

CSC 100 Intro to Computers & Computing 3 CR

This course introduces beginning students to computers and the latest application software. The course includes the history of computers, information processing, file management, discussion of hardware and software, operating systems and utility programs, and the Internet. The laboratory component includes Microsoft Office®. This course may not be used for credit by Computer Science or Management Information Systems majors. 2 hours lecture/2 hours lab

ENG 101 College Composition I 3 CR

This course offers instruction in essay writing. While some attention is given to common grammatical problems, the course focuses primarily on the writing process. Students are taught pre-writing, composing, and editing techniques through practical demonstrations, in-class exercises, and analysis of readings in expository prose.

ENG 102 College Composition II 3 CR

This course is a continuation of College Composition I. It provides instruction in writing essays, with a special focus on argumentation and research. Required readings survey a range of current social and political issues. The course culminates in a research paper based on library research. **Prerequisite:** ENG 101

ENG 112 Speech 3 CR

This course teaches the oral communication skills students need in order to accomplish their college and career goals. All students address the class in talks designed to inform, persuade, and instruct. They also explore interviewing strategies; giving and using feedback; group discussion rules and roles; and the impact of culture, gender, and politics on communication. Students submit weekly logs chronicling their responses to readings and films as well as their own selected speaking/listening experience.

EXS 101 Introduction to Exercise Science 2 CR

There are eleven specific areas of exploration within this introductory course: An Introduction to Exercise Science; Reading and Interpreting the Literature in Exercise Science; Measurement in Exercise Science; Anatomy in Exercise Science; Exercise Physiology; Exercise Epidemiology; Athletic Training; Sport Nutrition; Biomechanics; Motor Control and Sport Psychology. Each area looks in-depth at the discipline, areas of study, technology, certifications, professional associations, and career opportunities. Students develop an appreciation for the history of, as well as current and future trends in exercise science. In some areas, in-class, appropriate labs are used for a hands-on experience.

EXS 1xx Aerobic Training 3 CR

The emphasis of this course is cardiovascular exercise in a variety of formats. The semester is divided into a minimum of three four-week modules to insure participation in no less than three different aerobic exercises. Student will be introduced to both practical and physiological aspects of a safe and effective workout program.

EXS 1xx Resistance Training Methods 3 CR

This course closely examines the fundamental principles of weight training. It is designed to help students learn a physical activity that may be used to develop a greater degree of neuromuscular strength. Fundamental knowledge of the physiology and skills involved in an introductory level weight-training program will be developed throughout the semester.

EXS-2xx. Kinesiology. 4 CR The science of human movement from biomechanical, neuromuscular, and anatomical perspectives; human muscular, joint, and connective tissue anatomy; and actions of skeletal muscles are detailed. 2 hours lecture/2 hours lab

Prerequisites: BIO 211 **Additional Fees:** Course fees apply.

EXS 2xx. Exercise Physiology. 4 CR

This course includes the study of human responses and adaptations to exercise of varying levels of stress and intensity. Major topics include bioenergetics, the physiology of the circulatory, respiratory, muscular and nervous systems as they apply to exercise, and the underlying physiological basis of fitness. 2 hours lecture/2 hours lab

Prerequisites: EXS 2xx Kinesiology. **Additional Fees:** Course fee applies.

EXS 2xx. Exercise Measurement and Prescription. 4 CR

This course stresses the appropriate measurement of various aspects of human exercise. Measurement of body composition, cardiovascular efficiency, muscular strength and endurance and other physiological parameters are taught and practiced. Students learn how to develop individualized and properly designed exercise prescriptions for adults, including special populations. 2 hours lecture/ 2 hours lab

Co-requisite: EXS 2xx. **Open to Exercise Science majors only. Additional Fees:** Course fee applies.

MAT 100 College Algebra 3 CR

This course teaches the essentials of college algebra. The topics include polynomials, first-degree equations, word problems, graphing, systems of linear equations, factoring, exponents, quadratic equations, matrices, and radicals. **Pre-requisite:** Exit CPT in Basic Math and Algebra.

PSY 101 Introduction to Psychology 3 CR

This course is designed to present an overview of psychology. As an introduction to the field, students learn current perspectives and the methods used in psychology today. They become familiar with problems and general findings in the processes of sensation, perception, learning and memory, and consider issues related to language, thought, and intelligence. They focus, too, on understanding the connections between emotions, stress, and health, and examine current theories in developmental, personality, and abnormal psychology. Students are encouraged to apply psychological principles to personal and social concerns.

New Restricted Major Electives

EXS 115 Sports Nutrition 3CR

The course examines nutritional needs of all people and explores the nutritional differences between the professional, college and amateur athletes. Topics include nutritional needs created by muscular and cardiovascular development, consideration of age, and gender of athletes. Foods, supplements, vitamins, minerals, and anabolic steroids use is investigated, along with the legal and moral implications of use.

EXS 1xx Fundamentals of Coaching 3 CR

This course develops student's knowledge and understanding of coaching principles and techniques along with the overall group dynamics of sport. Emphasis is on the ability to plan and implement coaching methods that are based on physical conditioning, sport skill development, strategy and sport tactics. Design of drills, sport skill tests, and progressive practice sessions are incorporated. Class experiences include actively developing a team tryout that evaluates student athlete's skill, fitness level, attitude and application of strategy.

EXS 1xx Introduction to Sports Management 3 CR

This introductory course emphasizes basic management principles as they relate to the business of sports. Students are introduced to sports marketing, sports law, sports supervision, sports media, sports ethics, recreational sports management and other related areas. There is an emphasis on developing and improving communication skills. An overview is provided with regard to career opportunities in this field.

EXS 2xx Physiology of Exercise and Healthy Aging 3 CR

This course is concerned with the process of aging as it affects physical activity. Each student will develop a good working knowledge of the physiological, psychological and socio-economic issues affecting the fitness levels of older adults.

EXS 2xx Internship/Test Prep 3 CR

The Exercise Science internship program is a capstone experience that permits students to apply their academic training under the direction of certified fitness/wellness professionals and/or licensed clinical professionals.

HLT 103 Principles of First Aid 3 CR

This course combines lectures, demonstrations, and hands-on training and practice. Students will learn to recognize and respond to emergencies including shock, cardiac emergencies, poisonings and first aid assessments and interventions. A significant amount of the course involves demonstrations and practice labs. 2 hours lecture/ 2 hours lab

Prerequisite: Exit Basic English

HLT 124 Personal Health and Wellness 3 CR

This course is designed to identify principles of health, disease, nutrition, stress management, and exercise necessary in maintaining a healthy lifestyle. Concepts of risk factors, morbidity, and mortality are discussed. **Pre-requisites:** Exit Basic English and Basic Math.

VIII. Anticipated Cost for the Program

Anticipated Cost for the Program

I. Initial One-time Cost for Starting the Program

Facilities & Equipment Setup	\$ 150,000
Consultation Fee ¹	\$ 1,200
Expected cost for preparation for Licensure Exam ²	\$ 200 NASM \$ 219 ACSM (member) \$ 278 ACSM (non-member) \$ 340 NSCS (member) \$ 475 NSCS (non-member) \$ 399 ACE

Students may choose the credential they want.

Other	\$ 5,000
TOTAL Initial One-time cost	\$ 156,200

¹ Include environment/economic scanning, initial advisory committee compensation, etc.

² Should consider factoring the cost into the program admission and/or graduation fees

II. On- Going Annual Operational Cost for the Program

➤ Instruction		
Faculty salaries		
FT	\$ 45,000	
Adjunct	\$ 14,000	
TOTAL Instruction	\$ 59,000	
➤ Instructional Support Personnel		
Program Coordinator	\$	(If Needed)
Tutoring – <i>Program specific</i>	\$	
Lab assistance	\$ 4,000	
Program Advisement	\$ 2,000	
Clerical	\$ 2,000	
TOTAL Inst. Support Personnel	\$ 8,000	
➤ Additional library materials	\$ 500	
➤ Contractual Services		
Accreditation fees	\$	
Consultants	\$	
Travel	\$	
Licensure agreements	\$	
TOTAL Contractual	\$	

HUDSON COUNTY COMMUNITY COLLEGE

PROPOSAL FOR NEW PROGRAM/OPTION TO THE EXISTING PROGRAM

Proposed Program Title: Exercise ScienceDegree: AA X AS AFA AAS Academic Certificate Proficiency Certificate

Total Course Credits Required: 62

Proposed Date of Implementation: Spring, 2018

Signature of Division Dean/Director Submitting Proposal:

Sheila J. Dynan Director Date: 07/18/2017

Review for General Education Requirements

Approved: _____ **Denied: _____

Signature: _____ Date: _____
Committee Chair

Review for course number designations and sequence by Registrar

Approved: _____ Not Applicable _____

Signature: _____ Date: _____

Recommendation of Curriculum & Instruction Committee

Approved: _____ **Denied: _____

Signature: _____ Date: _____
Committee Chair

Recommendation of Vice President for Academic Affairs

Approved: _____ **Denied: _____

Signature: _____ Date: _____

President's Action:

Approved: _____ **Denied: _____

Signature: _____ Date: _____

Board of Trustees Approval: _____ Notification: _____ Date: _____

**** Proposal denied and returned for further action:**

Reason: _____

Program Goals	Student Learning Goals	Student Learning Outcomes	Courses or Other Points in the Curriculum Where Outcomes are Assessed	Assessment Methods or Tools
GOAL 1 - Demonstrate the strong foundation in exercise science necessary to work effectively in the exercise science profession.	<p>1.1 Explain the knowledge of the structure of the human body and locate anatomic landmarks.</p> <p>1.2 Describe movements for major joints of the body and analyze the movement patterns and muscles involved in performing various activities.</p> <p>1.3 Discuss various locomotors and sport-related activities with regard to the biomechanical principles that explain the kinematics and kinetics of motion.</p>	<p>1.1.1. Students will learn the functions and placements of all muscles, bones, ligaments and tendons.</p> <p>1.2.1. Students will identify the origin, insertion and action of a specific sports movement.</p> <p>1.3.1. Students will analyze a specific sports movement and identify the principles of biomechanics and kinesiology pertaining to that specific action.</p>	<p>EXS 2xx Kinesiology</p> <p>EXS 2xx Exercise Physiology</p> <p>BIO 111Anatomy & Physiology I</p> <p>BIO 211 Anatomy & Physiology II</p>	<p>Content exam</p> <p>Lab exam</p> <p>Lab Reports</p> <p>Assessment of a live sports movement as assigned.</p>
GOAL 2 – Assess and evaluate an individual’s health and performance based on skills acquired through the principles of	2.1 Explain the metabolic processes responsible for generation of ATP and the relationship among the	2.1.1 Students will identify how ATP is generated and how it interacts with the anaerobic and aerobic systems in the body.	<p>EXS 2xx Kinesiology</p> <p>EXS 2xx Exercise Physiology</p> <p>BIO 111Anatomy & Physiology I</p>	<p>Content exam</p> <p>Lab Exam</p> <p>Lab Reports</p> <p>Choose a sports celebrity and assess their</p>

exercise physiology, kinesiology, and health and wellness guidelines.	<p>anaerobic and aerobic systems.</p> <p>2.2 Articulate the metabolic and cardio respiratory responses and adaptations to training.</p> <p>2.3 Demonstrate the ability to assess metabolic and cardio respiratory function and to interpret the results.</p> <p>2.4 Describe their understanding of the neuromuscular responses and adaptations to training, and describe the impact of the neuromuscular system on human performance.</p> <p>2.5 Demonstrate the ability to assess neuromuscular function, and to interpret the results.</p>	<p>2.2.1. Students will show and demonstrate body's metabolic and respiratory methods of changing and reacting to sports training.</p> <p>2.3.1. Students will have a working knowledge of the specific tests used to assess metabolic and respiratory functions and know how to read and analyze the results.</p> <p>2.4.1. Students will demonstrate and or explain the body's neuromuscular reactions to training and how this will improve or hinder performance.</p> <p>2.5.1 Students will conduct the lab tests needed to evaluate neuromuscular activity and analyze the results.</p>	<p>BIO 211 Anatomy & Physiology II</p> <p>EXS 1xx Cardio Training</p> <p>EXS 2xxExercise Measurement & Prescription</p>	training and conditioning program.
---	---	---	---	------------------------------------

GOAL 3 – Design, implement and evaluate wellness and fitness programs for seemingly healthy individuals and peoples with controlled chronic diseases.	3.1 Demonstrate the different methods for assessing health status of clients and evaluate the results for exercise assessment and programming.	3.1.1 Students will prepare sample assessment plans to use with a variety of clients, conduct assessment using different types of assessments, and analyze the results.	EXC 2xx Kinesiology	Lab Reports
	3.2 Apply the guidelines for stress test administration and the principles of fitness assessment, through their ability to conduct exercise testing.	3.2.1. Students will prepare a client for actual stress test using current evidence based practice.	EXS 2xx Exercise Physiology	Lab Experiments
	3.3 Interpret information from fitness assessment and evaluate the results to develop an appropriate exercise recommendation.	3.3.1. Students will analyze data and then decide the implications of the data before creating an exercise program for the client.	BIO 111 Anatomy & Physiology I	Exam Content
	3.4 Conduct a needs assessment and identify a health problem in the related target population based on the results.	3.4.1. Students will identify a health problem in the specified community and evaluate the problem using assessment guidelines.	BIO 211 Anatomy & Physiology II	Client evaluation
	3.5 Apply behavior change theories related to health promotion interventions.	3.5.1. Students will produce health guidelines based on	EXS 2xx Exercise Measurement & Prescription	Health Evaluation in a specific community.
	3.6 Follow the major criteria and guidelines for		EXS 1xx Sports Nutrition	Feedback report from community.
			EXS 1xx Cardio Training	Content Exams
			EXS 1xx Weight Training	Lab Reports and exams
				Role Play
				Case Studies

	developing a health promotion program and related interventions	<p>behavior theory to help the identified community health problem.</p> <p>3.6.1. Students will present guidelines to a sample community and answer questions regarding interventions</p>		
GOAL 4 – Apply knowledge and practical experience to successfully pass a national professional certificate exam.	<p>4.1 Explain the effects of body composition on health and athletic performance.</p> <p>4.2 Discuss the role of diet and exercise in determining body composition.</p> <p>4.3 Perform nutritional assessment via analysis of dietary intake, basal metabolic rate, energy expenditure, and body composition; interpret the results with specific attention to weight control and nutritional health.</p> <p>4.4 Interpret appropriate nutritional guidelines related</p>	<p>4.1.1. Students will examine the composition of a variety of food plans and analyze the strengths and weakness on athletic performance.</p> <p>4.2.1. Evaluate body composition prior to an exercise program and post plan implementation.</p> <p>4.3.1. Students will maintain a food diary, calculate metabolic rate, exercise /energy expenditure using appropriate lab tests and formulas.</p> <p>4.4.1. Students will assess</p>	<p>EXS 1xx Sports Nutrition</p> <p>EXS 2xx Exercise Measurement & Prescription</p> <p>EXS 2xx Exercise Physiology</p> <p>EXS 2xx Kinesiology</p>	<p>View Supersize It video. Assess the impact of this experiment.</p> <p>Lab Reports</p> <p>Lab Experiments</p>

	to physical activity and alterations in body composition, and apply the principles to various groups within the population.	nutritional guidelines, physical activity and determine the appropriate guidelines for specific groups assigned for evaluation.		
--	---	---	--	--

Assessment cycles are course based and major courses will be evaluated on an annual rotation and focus on a subset of goals or outcomes where improvement may be needed.

Program Outcome Assessment:

The program will perform on an annual basis an evaluation on the effectiveness in achieving the instructional goals and competencies. Program outcome metrics will include:

- a. Eighty percent (80 %) of the graduates will take a national certification examination.
- b. Ninety percent (90%) of the graduates will be satisfied with the program based on graduate satisfaction surveys.
- c. Eighty percent (80 %) of the students who complete the Professional Practice Experience (External-Elective) will have satisfactory evaluations completed by the supervisor at their internship site.
- d. Seventy percent (70%) of the students who apply, will be accepted at a four year Baccalaureate Program in a related discipline.

It is also helpful to show longer term program evaluation methods or tools in a table such as the following:

Assessment Tool	Targeted Audience	Purpose	Timetable
Six months after student is employed.	Internship placement supervisor and student intern	To ensure students have opportunity to practice all skills appropriately	Due by week 14 of internship
Internship site placement survey	Students	To provide the best possibly settings for students	Due by week 7 and 14 of semester
National Personal Trainer Exam	Students	To obtain credential needed for employment in most facilities.	Week 15 of last semester.
Employer Survey	Employers/ Internship supervisors	To obtain information regarding qualification and training of HCCC	Six months after student is employed.

		Exercise Science program and job placement information	
Enrollment / Retention	Students/ program	To analyze trends in the program in order to improve it.	End of first cohort and then every spring.
Graduation Satisfaction Survey	Students	To analyze feedback from graduates to change/improve current program.	January and June
Memberships – Personal Training Members or New Jersey State Association of Health, Physical Education and Recreation or the National SHAPE membership	Students	To enable students maintain their certificates and obtain CEU's through professional programs and to value membership in their professional organizations. To provide opportunities for students to become active members and give presentations at conferences.	Annually
Admission to Bachelor Degree Program in Exercise Science/ Kinesiology, Biomechanics, Health, or other pre-professional programs	Students, Program Director	To promote life-long learning in a rapidly growing field.	Annually

The program director is ultimately responsible for oversight of the Personal Fitness Training Certificate Program. Input from faculty teaching in the program and students will be a vital component of the overall evaluation. The results of course evaluations, student feedback/site supervisor feedback, credentialing exams rates, retention and admission will be maintained and annually evaluated, analyzed and used to make changes/ improvements to the program. All data will be held in the Director's office in a secure manner. The Assessment Coordinator will also maintain data.

The following courses, in both the Personal Fitness Training Certificate and the Exercise Science Associate Degree will use the proposed Exercise Lab:

Foundations of Personal Training
 Program Design and Implementation
 Personal Fitness
 Exercise Physiology
 Kinesiology
 Exercise Assessment and Prescription

Tentative Equipment and Materials Recommendations based on 20-25 students.

Room Preparation F301

Engineering Study		\$ 4000.00
Flooring (ruberized tile squares) ¾ in 3x3ft tiles	TBA	
Sound-proofing (Rm. 301) Long wall	TBA	
Electrical Outlets for 220 type equipment	TBA	
Lockers hall outside of lab Green with option/padlock	24	\$ 1999.88
Storage cabinets- up & down (Mast) Sink (Same as Rm. F.208)		\$ 10,000.00
Plumbing		\$ 15,000.00

Capital Equipment

Stationary Bike (Max VO2 Testing-Ergometer)	2	\$ 5,000.00
Elliptical Trainer	1	\$ 4,000.00
Treadmill- Must have 25-30% incline	1	\$ 8,000.00
Max VO 2 software programs PARVO True One 2400	1	\$ 34,299.00
Iworx software with gas analyzer	1	\$ 9,460.00
ECG machines 12-channle Educator Package	2	\$ 2,382.05
Hand Grip Dynamometer	2	\$ 250.00
Back/Leg dynamometer	1	\$ 550.00
Portable Spirometers	1	\$ 1,500.00
Goniometers various sizes-range of motion	6	\$ 100.00
Adjustable Aerobic Steps	10 sets	\$ 1,000.00
Rower-Concept 2	1	\$ 1,100.00
Recumbent Bike	1	\$ 2,500.00
Cybex Multi-Station Jungle Gym	1	\$ 17,500.00
High Resolution Video Digitizing Kit	1	\$ 2,000.00
Whole Body Reaction Measuring Equipment	1	\$ 2,000.00
Muscular Anatomy Wall Charts	1	\$ 50.00
Skeletal Anatomy Wall Charts	1	\$ 50.00
Physician's Digital Body Weight Scale (Detecto)	1	\$ 400.00
Skin Calipers-Lange	3	\$ 750.00
Anthropometric Tape Measure	5	\$ 60.00
Stethoscope Dual head teaching	15	\$ 500.00
Sphygmomanometer	8	\$ 160.00

	Quantity	Estimated cost
Polar Heartrate Monitors	10	\$ 250.00
Anti-microbial Wipes (MRSA-approved)	1 case	\$ 20.00
Burst-resistant Stability Balls (55cm)	2 sets	
Burst-resistant Stability Balls (65cm)	2 sets	\$ 90.00- 2
Burst-resistant Stability Balls (75cm)	2 sets	
Stretch mats Anti microbial	25	\$ 1,000.00
Foam rolls (12" long 6" round)	20	\$ 200.00
½ Foam Rolls (12" long)	10	\$ 60.00
Airex Pads (balance pads)	2	\$ 110.00
Dyna Disc (balance disks)	10	\$ 150.00
Wobble Board (balnce boards)	4	\$ 80.00
Flextester	2	\$ 250.00
Medicine Balls (5lbs.; no bounce)	6	\$ 90.00
Medicine Balls (10bs.; no bounce)	4	\$ 44.00
Medicine Balls (20lbs.; no bounce)	2	\$ 100.00
Skeletal Model-bones and bones & muscles	2	\$ 2,128.00
Resistance Bands	Various sizes	\$ 538.00
Resistance Tubing	Various sizes	\$ 366.00
Jump Ropes	20	\$ 244.00
Benches (Adjustable)	2	\$ 1,000.00
Dumbbells (5-50lbs in 5lb increments)	1 set	\$ 777.00
Dumbbell Rack	1	\$ 500.00
Speed Ladders (double length)	2	\$ 100.00
TRX Suspension Training System	1	\$ 250.00
Kettlebells (10lbs-30lbs in 5lb increments)	4 sets	\$ 250.00
Kettelbell Racks	2	\$ 400.00
Pedometers Omron Brand	25	\$ 625.00
Metronomes	5	\$ 190.00
Stop Watches	12	\$ 120.00
Glucometer	1	\$ 50.00
Digital Thermometer-skin	1	\$ 300.00
Probe Covers	1 case	\$ 13.00
Audioscope-WelchAllyn	1	\$ 1,000.00
Software		
DartFish	1/year	\$ 720.00

Revised \$135,905.93

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

X. NEW BUSINESS

1. RESOLUTION NAMING ROOM E506 IN HONOR OF INVESTORS BANK

BACKGROUND

Ronnie Sevilla, Vice President/Marketing Manager of Investors Bank, joined the Hudson County Community College Foundation Board of Directors in 2015 and continues to serve in an active capacity. Investors Bank is a regular supporter of Foundation events and College programs. On April 18, 2017 Investors Bank Foundation established an endowment to support the students at Hudson County Community College and pledged \$50,000 to the Scholarship fund.

RECOMMENDATION

The Administration in consultation with the Facilities Committee of the Board of Trustees recommends that Room E506 in The Culinary Conference Center be designated the Investors Bank Room.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that Room E506 on the fifth floor of the Culinary Conference Center be now and hereinafter designated as The Investors Bank Room and that appropriate signage be developed and installed in recognition of this designation.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Harold Stahl

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Dakey
Signature of Recorder

9-12-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

X. NEW BUSINESS

2. HCCC Institutional Emergency Operations Plan (EOP)

WHEREAS, pursuant to NJ Revised Statute 18A:3B-69 (2016), the governing board of each institution is required to resubmit an emergency operations plan to the Office of the Secretary of Higher Education, the New Jersey Office of Homeland Security and Preparedness, the New Jersey Department of Health, and the New Jersey Office of Emergency Management every five years for review and approval; and

WHEREAS, this year marks the five-year anniversary of the law's enactment, effectuating the requirement for higher education institutions to resubmit their college's emergency operations plan; and

WHEREAS, the HCCC Emergency Operations Plan was revised and reviewed with senior leadership in the summer, and subsequent training and tabletop exercises are currently being planned for the fall; and

WHEREAS, the aforementioned state agencies will review the College's plan and, if needed, make recommendations for necessary improvement; and

WHEREAS, the revised plan was presented to the Hudson County Board of Trustees for formal adoption; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees formally authorize the president to submit the emergency management plan to the Office of the Secretary of Higher Education pursuant to NJ Rev Stat 18A:13B-69 (2016).

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Adrienne Sires

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

9-12-17
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 12, 2017**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:20 P.M.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Adrienne Sires

DATE: September 12, 2017

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

7 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

9-12-17
Date