

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 13, 2016

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin G. Callahan
Ingrid Rose Cooper
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
Monica Tone

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 13, 2016**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

<i>Kevin Callahan</i>	<u>PRESENT</u>
<i>Ingrid Rose Cooper</i>	<u>ABSENT</u>
<i>Karen A. Fahrenholz</i>	<u>PRESENT</u>
<i>James Fife, Trustee Emeritus, ex officio</i>	<u>ABSENT</u>
<i>Glen Gabert - President, ex officio</i>	<u>PRESENT</u>
<i>Roberta Kenny</i>	<u>ABSENT</u>
<i>Joanne Kosakowski</i>	<u>PRESENT</u>
<i>Bakari Lee</i>	<u>ABSENT</u>
<i>William J. Netchert</i>	<u>PRESENT</u>
<i>Jeanette Peña</i>	<u>ABSENT</u>
<i>Adrienne Sires</i>	<u>ABSENT</u>
<i>Harold G. Stahl</i>	<u>PRESENT</u>
<i>Monica Tone</i>	<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 13, 2016**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Enrollments



ENROLLMENT SNAPSHOT SEPTEMBER 13, 2016*

	<u>Fall, 2015</u>	<u>Fall, 2016</u>
Headcount	9,051	8,219 (-9%+)
Full-time equivalent**	8,314	7,445 (-10%+)

*The official enrollment which is reported to the state is determined on the "tenth day" of the semester. The fall, 2016 tenth day will occur on September 14, 2016.

**Full-time equivalent enrollment is calculated by taking the total number of credit hours enrollment and dividing by 12 because a full-time student load is defined as 12 credit hours. The FTE is more important for budget considerations than headcount because it reflects credits and, therefore, is related to tuition and state aid.

Some programs with significant enrollment declines over the past two or more years are: ESL, Culinary Arts/Hospitality, Criminal Justice, and Pre-Nursing.

As of September 12th all but one county college were reporting enrollment declines.

The enrollment decline at HCCC represent is approximately -10%. It represents a loss of anticipated revenue of \$700,000 to \$900,000. Any decline in spring enrollments would be reflected in an additional revenue loss.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of August 9, 2016 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 9, 2016.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: HCCC Foundation Gala Sponsorship

AGENCY: Provident Bank Foundation

PURPOSE OF GRANT: The Grants Office submitted a proposal to the Provident Bank Foundation requesting \$4,000 to sponsor the HCCC Foundation Gala

COLLEGE ADMINISTRATORS: Ryan Martin, Joseph Sansone

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$4,000

TITLE: Humanities Connection Grant

AGENCY: National Endowment for the Humanities

PURPOSE OF GRANT: The HCCC Humanities Connections Grant Team submitted a draft proposal to the NEH in an effort to receive feedback with the goal of strengthening the full proposal that is due in October. The proposal outlines our plans to develop collaborative learning hubs.

COLLEGE ADMINISTRATORS: Ryan Martin, Joe, Colicchio, Heather Devries, and Chris Wahl

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$83,000

TITLE: HCCC Foundation Gala Sponsorship

AGENCY: PSEG

PURPOSE OF GRANT: The HCCC Foundation received a sponsorship from PSEG to support the HCCC Foundation Gala

COLLEGE ADMINISTRATORS: Ryan Martin, Joseph Sansone

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$250

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

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: September 13, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley 9-13-16
Signature of Recorder Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES
August 9, 2016**

MINUTES

PRESENT: Kevin Callahan, Ingrid Rose Cooper, Student Alumni Representative, Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, and Harold Stahl.

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

Counsel to the Board: Sheri Seigelbaum, Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present were: Ilya Ashmyan, Ana Chapman, Israel Chia, Dorothea Graham-King, Pamela Littles, Jennifer Navas, Rafael Nivar, Jennifer Oakley, Ferdinand Orock, Ismael Randazzo, Qamar Raza, Vivyen Ray, Jerry Trombella, Chris Wahl, Christiane Warren, Lilisa Williams, Marcella Williams, Veronica Zeichner.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC

Ferdinand Orock, Associate Professor, STEM and President of the Professional Association at HCCC, said that he is looking forward to a working with the Board in the upcoming school year.

Ismael Randazzo addressed the Board of Trustees and expressed his frustration with being stopped by security upon entering 70 Sip to attend the public Board Meeting.

Motion to suspend the order of the agenda

Introduced by: William Netchert

Seconded by: Bakari Lee

6 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION

Introduced by: Bakari Lee

Seconded by: Harold Stahl

6 Ayes.....0 Nays

Resolution Adopted

Motion to return from closed session

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

6 Ayes.....0 Nays

Resolution Adopted

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Ana Chapman-McCausland, Dean, Non-Traditional Programs, gave an overview on Lead Hudson County.

Paula Pando, Senior Vice President, North Hudson Campus and Educational Services, gave a presentation on the Safety and Security Committee Report.

Paula Pando gave an update on Enrollment.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of June 14, 2016.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: NEH Humanities Collections and Reference Resources Grant Program
AGENCY: National Endowment for the Humanities
PURPOSE OF GRANT: This application was submitted to help sustain the college arts collection while making it available for humanities programming
COLLEGE ADMINISTRATOR: Andrea Siegel / Ryan Martin
COLLEGE CONTRIBUTION: \$15,000
AWARD AMOUNT: \$59,780

TITLE: Project LEAP Bridge Program
AGENCY: PNC Bank Foundation
PURPOSE OF GRANT: Provide expedited bridge programs for potential LEAP students
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$13,684

Introduced by: Bakari Lee
Seconded by: Joanne Kosakowski
6 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Bid Award for 162/168 Sip Ave and 870 Bergen Ave Roof Replacements
2. Bid Award for the Classroom Renovation at 4800 Kennedy Boulevard
3. Bid Award Shuttle Bus Service
4. Purchase of Furnishings at North Hudson Campus 6th Floor and 162 Sip Avenue
5. Resolution Authorizing the Award of Grainger for Maintenance Department
6. Resolution Authorizing the Award of Jewel Electric Supply for Maintenance Department
7. Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for Culinary Arts
8. Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Institute
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 Services and Supplies Vendor for Culinary Arts Department
12. Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts Department
13. Affiliation Agreement between CarePoint Health - Bayonne and HCCC for the Nursing Program
14. Affiliation Agreement between CarePoint Health - Christ Hospital and HCCC for the Nursing Program
15. Affiliation Agreement between CarePoint Health - Hoboken Univ. Medical Center and HCCC for the Nursing Program
16. Affiliation Agreement between St. Anne's Home for the Aged and HCCC for the Nursing Program
17. Affiliation Agreement between CarePoint Health - Christ Hospital and HCCC for the Radiography Program
18. Affiliation Agreement between CarePoint Health - Bayonne and HCCC for the Radiography Program
19. Affiliation Agreement between AHS Hospital Corporation and HCCC for the Radiography Program
20. Affiliation Agreement between Palisades Medical Center and HCCC for the Practical Nursing Program
21. Affiliation Agreement between Meadowview Psychiatric Hospital and HCCC for the Practical Nursing Program
22. Affiliation Agreement between CarePoint Health - Bayonne and HCCC for the Practical Nursing Program
23. Resolution Authorizing Extra Fees for Nursing and Radiography Students
24. Purchase of Liability & Casualty Insurance for FY 17
25. New Dell Computers for Journal Square and North Hudson Campus
26. Resolution to Authorize Participation in the Cooperative Purchasing Network
27. Agreement between HCCC and Jersey City Medical Center
28. Resolution to Authorize Execution of the Affiliation Agreement for the Nursing and Radiography Programs with CarePoint
29. Resolution to Authorize Extension of the Transfer Agreement for the Nursing and Radiography Programs from CarePoint to the Hudson County Community College

Introduced by: Bakari Lee
Seconded by: Kevin Callahan
6 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Wendy Schonberg	Culinary Instructor	9/1/2016

2. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Homiler Elie Phanor	College Business Lecturer	8/30/2016
Christopher Drew	Criminal Justice, Assistant Professor	8/15/2016
Antonio Talamo	Counselor	8/11/2016

3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rozenna Rathore	Senior Accountant	8/10/2016	\$45,000.00 (pro-rated)
Faisal Aljamal	Computer Science Instructor	8/10/2016	\$44,217.00 (pro-rated)
Maria Lynette Lacson	Purchasing and Scheduling, Coordinator	8/10/2016	\$40,000.00 (pro-rated)
June Barriere	Administrative Assistant, Student Services	8/10/2016	\$37,377.27 (pro-rated)

4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Karen Galli	Instructor, English	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Robert Hyers	Instructor, English	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
April Davis	Instructor, English	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Nicole Rizzuto	Instructor, History	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Eric Adamson	Instructor, English	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Luis Roberto Choy	Instructor, Modern Languages	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Annie McAdams	Instructor, Humanities	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ahmed Bekkouche	Instructor, Academic Foundations, Math	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Iveth Bernardez	Instructor, Academic Foundations, Math	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Angela Addy	Instructor, English as a Second Language	08/15/2016 12/22/2016	\$22,108.50 (pro-rated)
Peter Cronrath	Instructor, Business	8/15/2016 12/22/2016	\$22,108.50 (pro-rated)

5. CHANGE OF TITLE FOR INCUMBENT EMPLOYEES.

CHANGE TITLE WITH INCUMBENTS

Name

Jennifer Navas FROM: Interim, Director Community Education
TO: Director, Community Education

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
AUGUST 9, 2016– DECEMBER 31, 2016.**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
ARTHUR	WHITNEY	STUDENT ACTIVITIES	OFFICE ASST	OFFAST-701000	V. GEROSIMO
CARVAJAL	JUAN	CBI	INSTRUCTOR	PTINST-103005	C. MIRASOL
LYONS	FELICIA	CULTURAL AFFAIRS	ART INTERN	ARTINT-255011	M. VITALE
MARTINEZ	STEPHANIE	COMMUNITY EDUC	CUST SVC ASST	CSTAST-102005	J. NAVAS
BHATT	RUSHI	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CHEN	JUN	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DIAZ	FERNANDO	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GARCIA	JESSELYN	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
IGLESIAS	HUGO	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KHAN	FARHAN	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MENDEZ	DANIEL	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
OVALLES	DANILDA	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PERRY	MARK	ADJ ACAD SUP	INSTRUCTOR	PTINST-150505	P. BANDYOPADHYAY
REDICK	JANINE	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
REGA	DONNA	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
FERNANDEZ	THERESE DAWN	ITS	LAB ASST	ISTLAB-253025	D. PEREZ
FORTUNA	BALMER	ITS	LAB ASST	ISTLAB-253025	D. PEREZ
JANDIK	JUSTIN	ITS	LAB ASST	ISTLAB-253025	D. PEREZ
NJIGHETNA	NTENTIE	ITS	LAB ASST	ISTLAB-253025	D. PEREZ
PATEL	MITUL	ITS	LAB ASST	ISTLAB-253025	D. PEREZ
VELASQUEZ	ANA	ITS	LAB ASST	ISTLAB-253025	D. PEREZ
MRANI	JAISHA	DISABILITY	NOTETAKER/R EADER	READER-101015/20/30/40/41	K. DAVIS
ROMANI	ISRA	DISABILITY	NOTETAKER/R EADER	READER-101015/20/30/40/41	K. DAVIS
ZAHUR	WARDAH	DISABILITY	NOTETAKER/R EADER	READER-101015/20/30/40/41	K. DAVIS

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
AWAD	VIVIAN	LIBRARY	OFFICE ASST	PTLRASO-150510	C. VAN HOUTEN
FERREIRA	ESTEFANY	FINANCE	ACCTS REC CLERK	ACCRCV-253015	G. SIMS
GOMES	MARK	SOCIAL SCIENCE	INSTRUCTOR	PTINST-101021	C. WARREN
HERRADOR	NICOLE	BUS, CUL & HOSP	OFFICE ASST	OFFAST-103010	P. DILLON
SMITH	JENNIFER	DISABILITY SUPPORT	READER	SIGNLAU-101015/20/30/40/41	K. DAVIS
VIDAL	JONATHAN	ITS	WEB DEVELOPER	PTWBDEV-253025	I. CHIA
HAYES	JENNIFER	STU ACTIVITIES	OFFICE ASST	OFFAST-701000	V. GEROSIMO
MASIAS	MIRIAM	NURSING & HEALTH	INSTRUCTOR	PTINST-101016	C. SIRANGELO
BROWN	TIM	ENROLLMENT SVCS	RECRUITER	PTRECRU-200525	M. REIMER
SANTOS	NAKIYA	ENROLLMENT SVCS	OFFICE ASST	OFFAST-200525	M. REIMER
FELDER	SADIE	DEAN OF INST/ARTS	OFFICE ASST	OFFAST-101005	C. WAHL
LONON	JULIE	DEAN OF INST/ARTS	SCORER	SCORER-101005	C. WAHL
SEEMAL	JAVED	EDUC OPP FUND	TUTOR	TUTOR-603036	J. SMITH
SUTON	JORDAN	EDUC OPP FUND	PEER COUNSELOR	PEERCN-150520	J. SMITH
GONZAGA	CYNTHIA	ESL	OFFICE ASST	OFFAST-101035	E. NEHREBECKI
VALCARCEL	PAOLA	ESL	OFFICE ASST	OFFAST-101035	E. NEHREBECKI
ABDELAZIZ	MARWA	COMMUNITY EDUC	INSTRUCTOR	ESLC-102015	J. NAVAS
BEHMAN	NICOLE	COMM EDUCATION	INSTRUCTOR	ESL INSTRUCTOR	J. NAVAS
DERTEANO	GLORIA	COMMUNITY EDUC	CUSTOMER SERVICE ASST	CSTAST-102005	J. NAVAS
GILLIAM	TANYA	COMMUNITY EDUC	INSTRUCTOR	PTHW-102025	J. NAVAS
GILLIAM	TANYA	COMMUNITY EDUC	INSTRUCTOR	NJCUPH-102025	J. NAVAS
GREWAL	ELEANOR	COMMUNITY EDUC	INSTRUCTOR	ESLC-102015	J. NAVAS
KANTER	DEBORAH	COMMUNITY EDUC	INSTRUCTOR	PTINST-102005	J. NAVAS
MINAYA-MENDEZ	NOEMI	COMMUNITY EDUC	CUSTOMER SERVICE ASST	CSTAST-102005	J. NAVAS
PLOOM	LAVERNE	COMMUNITY EDUC	INSTRUCTOR	PTHW-102025	J. NAVAS
SAMBULA	LISA	COMMUNITY EDUC	INSTRUCTOR	ESLC-102015	J. NAVAS
CRUZ	MICHELLE	AF - MATH	OFFICE ASST	OFFAST-101041	C. CALANDRINO
GUZMAN	KARINA	AF - MATH	OFFICE ASST	OFFAST-101041	C. CALANDRINO
NAVEED	KINZA	AF - MATH	OFFICE ASST	OFFAST-101041	C. CALANDRINO
BERNARDEZ	IVETH	ADJ ACAD SUP	INSTRUCTOR	PTINST-601082	P. BANDYOPADHYAY
COLICCHIO	JOSEPH	ADJ ACAD SUP	PRESENTER	ADJWP-150505	P. BANDYOPADHYAY
DE LUCIA	CHRISTINA	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GALANG	NOR THERESA	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KANTER	DEBORAH	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MCRAE	LESTER	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
RAMIREZ	STEPHANIE	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ROSKOP	THOMAS	ADJ ACAD SUP	INSTRUCTOR	PTINST-601082	P. BANDYOPADHYAY
SHARMA	MEENU	ADJ ACAD SUP	INSTRUCTOR	PTINST-601082	P. BANDYOPADHYAY
SMITH	ALYSSA	ADJ ACAD SUP	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2016.

LAST NAME	FIRST NAME	DEPT
NURSE	BRIANA	ACFD-ENGLISH
EDWARDS	GEORGE	ACFD-ENGLISH
AZARES	GEORGE	BUSINESS, CULINARY AND HOSPITALITY
AKHOULLOU	MUSTAPHA	ESL
JAVOID	ATHAR	ESL
WHALLEY	MARY	ESL
SCHILLING	RAISA	ESL
MAZZARELLA	GINA	ESL
MALLARD	AMALIA	HUMANITIES
PARSONS	CHRISTOPHER	HUMANITIES
WEIN	STACIE	HUMANITIES
CAISSIE	ELIZABETH	NURSING & ALLIED HEALTH SCIENCES
PITTER	KERRY	SOCIAL SCIENCES
CAREY	THURMAN	SOCIAL SCIENCES
AUGUSTINE	PAMELA	STEM

8. Award of Consultancy to Assist in the Development of a Plan to Implement the Campus Safety and Security Committee Final Report (June 30, 2016)

9. Award of a Consultancy to Develop an Academic Program in Personal Training and Exercise Science

Introduced by: Joanne Kosakowski

Seconded by: Harold Stahl

6 Ayes.....0 Nays Resolution Adopted

10. HUDSON COUNTY COMMUNITY COLLEGE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

Introduced by: Kevin Callahan

Seconded by: Bakari Lee

6 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. New and on-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2016 – 2017 under the Learning Enables All Possibilities Program

Introduced by: Joanne Kosakowski

Seconded by: Harold Stahl

6 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

1. Campus Safety and Security Committee Final Report

Introduced by: Kevin Callahan

Seconded by: Bakari Lee

6 Ayes.....0 Nays Resolution Adopted

2. Settlement of Litigation

Introduced by: Bakari Lee

Seconded by: William Netchert

6 Ayes.....0 Nays Resolution Adopted

3. Sworn Tenure Charges against J.K.

Introduced by: Bakari Lee

Seconded by: Harold Stahl

6 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 6:30 P.M.

Introduced by: William Netchert

Seconded by: Harold Stahl

6 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution to Extend Custodial Management Services for FY 2017

WHEREAS, the Hudson County Community College had entered into a contract for Custodial Management Services on November 1, 2015; and

WHEREAS, the College and Maverick Building Services, Inc. seek to extend the contract on a month to month basis which contract shall end no later than September 30, 2016. This contract shall end upon the commencement of a new contract for cleaning services; and

WHEREAS, pursuant to the Local Public Contracts Law N.J.S.A.40A:11-15 a contract can be extended when the public entity is re-bidding the contract and the College is in the process of re-bidding this contract; and

WHEREAS, The Administration, Finance Committee and the Capital Projects Advisory Committee recommend that the Board of Trustees approve this extension; and

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees does hereby authorize the extension of the contract with Maverick Building Services, Inc. on a month to month basis, but shall end no later than September 30, 2016, under the same terms of the prior contract.

BE IT FURTHER RESOLVED, Maverick's payment shall not exceed \$540,000.00 for the cleaning services as billed on a monthly basis.

2. Resolution to approve award of contract for Custodial Cleaning Services to Maverick Building Services

WHEREAS, the Hudson County Community College ("College") advertised for and received bids for the custodial cleaning services contract on August 25, 2016 and 12 bids were submitted for this contract; and

WHEREAS, the College reviewed the bids submitted and determined that the bid submitted by Manhattan Company, which purported to be the lowest bid, but when the rates used in this bid were checked, it was determined that the rates used did not result in the total bid price stated in the bid and therefore the bid was not the lowest bid. This bid is rejected as not responsive; and

WHEREAS, the College has determined that Maverick Cleaning Services submitted the lowest responsible bid for the custodial cleaning services contract for three year contract as follows:

Year one - \$1,960,148.78

Year two - \$2,262,036.67

Year three - \$2,361,852.35

WHEREAS, The Administration, Finance Committee and the Capital Projects Advisory Committee recommend that the Board of Trustees approve this contract; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of does hereby award a contract to Maverick Building Services for the custodial cleaning service for three years commencing on October 1, 2016 and ending September 30, 2019 in accordance with the bid specifications for this contract; and

BE IT FURTHER RESOLVED, that the Contractor shall be paid in accordance with the rates set forth in the bid, for the work performed, in an amount not to exceed the following:

Year one - \$1,960,148.78

Year two - \$2,262,036.67

Year three - \$2,361,852.35

Contractor shall provide the College with proofs, as requested, showing the hours of work performed and rates and benefits paid pursuant to this contract, in order to confirm compliance with the County Contractor Standard Compensation Ordinance; and

BE IT FURTHER RESOLVED, that the President shall be authorized to execute a contract for the custodial cleaning services.

3. Award for Architect/Engineering Services

WHEREAS, the College has a need for professional engineering design services for RTU replacements at 162-168 Sip Avenue, Hot Water Boiler Replacements at 70 Sip Avenue and 870 Bergen Avenue, and Cooling Tower Replacements at 161 Newkirk Street; and

WHEREAS, the College sent out a request for qualifications (rfq) for architect/engineering services and DiCara Rubino of Wayne, New Jersey is the proposed vendor to provide these services, at a total cost not to exceed \$65,000.00; and

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

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the anticipated term is fiscal year 2017; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve DiCara Rubino of Wayne, New Jersey as a pay to play certified vendor as described herein at a cost not to exceed \$65,000.00.

4. Award for Architect/Engineering Services

WHEREAS, the College has a need for programming consulting in house; and

WHEREAS, the College sent out a request for qualifications (rfq) for architect/engineering services and NK Architects of Morristown, New Jersey is the proposed vendor to provide these services, at a total cost not to exceed \$103,500.00; and

WHEREAS, this service is exempt for bidding pursuant to N.J.S.A. 18 A:64A-25.5(15); and

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the anticipated term is fiscal year 2017; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve NK Architects of Morristown, New Jersey as a pay to play certified vendor as described herein at a cost not to exceed \$103,500.00.

5. Parking Agreement with Journal Square Ramp Garage, for Fiscal Year 2016-2017

WHEREAS, the College has a need to enter into agreement with Journal Square Ramp Garage; and

WHEREAS, this service is exempt from bidding pursuant N.J.S.A. 18A:64A-25.5 (3) as a sole source provider of the garage space in the area; and

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the anticipated term is fiscal year 2017; and

WHEREAS, Journal Square Ramp Garage will provide nine (9) monthly parking access cards and parking stickers for faculty/staff and in the parking garage located at 808 Pavonia Ave., Jersey City, NJ 07306, at a cost not to exceed \$60,000.00; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Journal Square Ramp Garage as described herein, at a cost not to exceed \$60,000.00.

6. Resolution to purchase textbooks for the Reserves Collection at both Libraries

WHEREAS, the College has a need to purchase textbooks for the Reserves Collection at both Libraries, and

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

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

WHEREAS, Follett Book Store will provide the books on reserve in both libraries for student reference at a cost not to exceed \$21,911.27; and

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

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Follett Book Store to purchase the books as described herein, at a cost not to exceed \$21,911.27.

7. Resolution Authorizing the Award of a Linen Supply Vendor for the Culinary Arts Department

WHEREAS, the College has a need to purchase various linen products for the Culinary Arts Department during the year; and

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

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

WHEREAS, the anticipated term is fiscal year 2017; and

WHEREAS, Allen Linen Supply of Paterson, New Jersey is the proposed vendor to provide these services, at a total cost not to exceed \$20,000.00; and

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

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Allen Linen Supply as a pay-to-play certified vendor as described herein, at a cost not to exceed \$20,000.00; and

8. Renewal of Integrated Library System (ILS) Vendor for Library FY 2017

WHEREAS, the College has a need for the Integrated Library System (ILS). This is the automated platform for running crucial Library functions including cataloging, circulation, and patron data input; and

WHEREAS, this service is exempt for bidding Pursuant to N.J.S.A 18 A:64A-25.5 (1); 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 2017; and

WHEREAS, SirsiDynix Corporation of Lehi, Utah is the proposed vendor to provide these services, at a total cost not to exceed \$27,456.54; and

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

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve SirsiDynix Corporation as a pay-to-play certified vendor as described herein at a cost not to exceed \$27,456.54; and

9. Rental of New Jersey City University's Laboratory for HCCC Microbiology Classes

WHEREAS, the College has a need to rent a Microbiology Laboratory for the required course for selected academic transfer, health-related and high-demand Cooperative Nursing Programs; and

WHEREAS, the contract is exempt from bidding pursuant N.J.S.A. 18A:64A-25.5 (10) the contract involves specialized equipment and services which is not in the public interest to advertise; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

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

WHEREAS, the anticipated term is academic year 2016-2017; and

WHEREAS, New Jersey City University is the proposed facility for the laboratory rental, at a cost not to exceed \$26,600.00; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve New Jersey City University as a pay-to-play certified vendor as described herein at a cost not to exceed \$26,600.00.

10. Resolution to Approve Auditing Services for FY 2016

WHEREAS, the college is required to conduct an annual audit of the Financial Statements and has a need to hire an auditing service; and

WHEREAS, the service is exempt for bidding Pursuant to N.J.S.A. 18A:64A-25.5 (1); and

WHEREAS, the audit must be conducted by a Certified Public Accountant in accordance with A.I.C.P.A. Standards and Regulations by the State of New Jersey; and

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

WHEREAS, Donohue, Geronda, Doria & Tomkin's LLC is the proposed firm to conduct the audit, at a cost not to exceed \$64,500.00; and

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

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

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Donohue, Geronda, Doria & Tomkin's LLC as the firm to provide the auditing services herein at a cost not to exceed \$64,500.00.

11. Affiliation Agreement between Richmond University Medical Center and HCCC – School of Radiography

WHEREAS, the College currently offers degree and certificate programs in the areas of Nursing and Health Sciences; and

WHEREAS, these programs require clinical practicums at various hospitals, nursing homes, home care agencies and other health care facilities; and

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

WHEREAS, the College has established an approved Radiography program and desires to develop a clinical affiliation with Richmond University Medical Center, located at 355 Bard Avenue, Staten Island, New York for purposes of providing clinical experience to students; and

WHEREAS, the anticipated term is two years; and

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

NOW, THEREFORE, BE IT RESOLVED that the College may enter into this affiliation agreement with Richmond University Medical Center for the purposes of clinically educating Hudson County Community College students.

12. Affiliation Agreement between HUMC Opco LLC d/b/a CarePoint Health- Hoboken University Medical Center and HCCC School of Radiography

WHEREAS, the College currently offers degree and certificate programs in the areas of Nursing and Health Sciences; and

WHEREAS, these programs require clinical practicums at various hospitals, nursing homes, home care agencies and other health care facilities; and

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

WHEREAS, the College has established an approved Radiography Program and desires to develop a clinical affiliation with HUMC Opco LLC d/b/a CarePoint Health-Hoboken University Medical Center, located at 308 Willow Avenue, Hoboken, New Jersey 07030 for purposes of providing clinical experience to students; and

WHEREAS, the anticipated term is two years; and

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

NOW, THEREFORE, BE IT RESOLVED that the College may enter into this affiliation agreement with HUMC Opco LLC d/b/a CarePoint Health-Hoboken University Medical Center for the purposes of clinically educating Hudson County Community College students.

13. Resolution Authorizing the Award of a Contract for Public Relations Consultant for FY 2017.

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 service is exempt for bidding Pursuant to N.J.S.A. 18A:64A-25.5 (2); and

WHEREAS, the Purchasing Agent has determined and certified in writing that the anticipated value of these services is in excess of \$17,500; 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 anticipated term of this contract is one year beginning on July 1, 2016 through June 30, 2017; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to 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 \$90,000.00.

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 1-13:** 1) Resolution to Extend Custodial Management Services for FY 2017, 2) Resolution to approve award of contract for Custodial Cleaning Services to Maverick Building Services, 3) Award for Architect/Engineering Services, 4) Award for Architect/Engineering Services, 5) Parking Agreement with Journal Square Ramp Garage, for Fiscal Year 2016-2017, 6) Resolution to purchase textbooks for the Reserves Collection at both Libraries, 7) Resolution Authorizing the Award of a Linen Supply Vendor for the Culinary Arts Department, 8) Renewal of Integrated Library System (ILS) Vendor for Library FY 2017, 9) Rental of New Jersey City University's Laboratory for HCCC Microbiology Classes, 10) Resolution to Approve Auditing Services for FY 2016, 11) Affiliation Agreement between Richmond University Medical Center and HCCC – School of Radiography,

and 12) Affiliation Agreement between HUMC Opco LLC d/b/a CarePoint Health- Hoboken University Medical Center and HCCC School of Radiography, and 13) Resolution Authorizing the Award of a Contract for Public Relations Consultant for FY 2016.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Harold Stahl

DATE: September 13, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

9-13-16
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Judith Bender	Associate Professor	1/1/2017

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

2. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Vanessa Martinez	Assistant Registrar	9/9/2016

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Jade Gore	Counselor	9/1/2016

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

3. STAFFING AUTHORIZATION TABLE MODIFICATION.

REPORTS/BACKGROUND

The proposed Staffing Authorization Table for Fiscal Year 2017 includes modification of job titles.

TITLE CHANGE

FROM: Associate Dean of Enrollment
TO: Dean of Enrollment

RECOMMENDATION:

The President and the Personnel Committee recommend that the Board of Trustees approve the listed modification of job title effective above as Personnel Recommendation Item No.3.

4. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Lisa Dougherty	Dean of Enrollment	9/14/2016	\$125,000.00 (pro-rated)

Note: This is a new position.

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

5. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Angela Addy	Instructor, English as a Second Language	08/15/2016 12/31/2016	\$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>
Kasaun E. Henry	Instructor, History	08/15/2016 12/31/2016	\$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	08/15/2016 12/31/2016	\$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.5.

6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: SEPTEMBER 13, 2016– DECEMBER 31, 2016.

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
RODRIGUEZ	MARLENI	STEM	OFFICE ASST	OFFAST-101015	F. OROCK
ABUAWADA	SARA	NURSING & HEALTH	OFFICE ASST	OFFNHC-252030	C. SIRANGELO
AWADEH	NIJMA	ESL	STUDENT ASST	ESLC-101035	E. NEHREBECKI
ALMAHDY	HANA	ADJ ACAD SUP	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY

IMRAN	JAISHA	ADJ ACAD SUP	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
ALKUINO	MICHAELANGELO	CBI	INSTRUCTOR	PTINST-103005	C. MIRASOL
CHAHINE	ALAIN	CBI	INSTRUCTOR	PTINST-103005	C. MIRASOL
DAW	CHIMERE	CBI	INSTRUCTOR	PTINST-103005	C. MIRASOL
ROSENBERG	STUART	CBI	INSTRUCTOR	PTINST-103005	C. MIRASOL
DEPHILLIPS	LAUREN	COMMUNITY EDUC	INSTRUCTOR	ESLC-102010	J. NAVAS
GUERRA	CARMEN	COMMUNITY EDUC	PT-COORDINATOR	PTCOORD-102010	J. NAVAS
NUNEZ	VIRGINIA	COMMUNITY EDUC	CUSTOMER SERV ASST	CSTAST-102010	J. NAVAS
FARFAN	MARCELA	CAREER DEVELOP	ADVISOR	ADVISOR-200510	A. SAINI

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
BANASIAK	ALLEN MARI	ADJ ACAD SUP	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
JAVEED	MOHAMAD	ADJ ACAD SUP	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
SAUNDERS	DANIEL	CBI	INSTRUCTOR	PTINST-103005	C. MIRASOL
CID	ALEXANDER	STEM	LAB ASST	LABAST-101015	I. EL-ACHKAR

RECOMMENDATION:

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

7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2016.

LAST NAME	FIRST NAME	DEPARTMENT
JOHNSON	QUINN	HUMANITIES
JACQUES	STEPHANIE	SOCIAL SCIENCES
ZAMPAS	JOANNA	ESL
BULATOVIC	ANAMARI	NURSING & HEALTH SCIENCES
MUNDY	GERARD	HUMANITIES
PEARSON	KENNETH	ACADEMIC FOUNDATIONS – ENGLISH
BETTAIEB	HASSEN	ESL
PRINCE	NICHOLETTA	SOCIAL SCIENCES
SAN ANDRES	JAMIE	SOCIAL SCIENCES
OZOKA	VIVIAN	STEM
NIEWODOWSKI	KATHERINE	ARTS
CLEFFI	YOLANDA	SOCIAL SCIENCES
SPORCIC	TIMOTHY	ACADEMIC FOUNDATIONS – ENGLISH
DONNELLY	EVELYN	HUMANITIES
VILNYANSKAYA	ALLA	ACADEMIC FOUNDATIONS – ENGLISH
SPERANZA	JOHN	SOCIAL SCIENCES
MULLAGHY	BRIAN	STEM
LOPES	CAROLINE	CASS
SMITH	RAMONE	SOCIAL SCIENCES

CRUZ-MARULANDA	JENNIFER	CASS
CROSSON	JAMES	HUMANITIES
JARAMILLO	CESAR	ACADEMIC FOUNDATIONS – MATH
ZAMPAS	JOANNA	ESL
SOLOMON	JAMES	STEM
O'MELIA	GINA	SOCIAL SCIENCES
SHERIDAN	RUTH	ACADEMIC FOUNDATIONS – MATH
ONWUCHEKWA	MICHAEL	ACADEMIC FOUNDATIONS – MATH
MELLEBY	NICOLE	ACADEMIC FOUNDATIONS – ENGLISH
STATELLA	LANA	SOCIAL SCIENCES
ARENA-PICCOLI	JULIE	SOCIAL SCIENCES

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts for Fall FY 2016 listed above as Personnel Recommendation Item No 7.

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 1-7:** (1) Retirement (2) Resignations (3) Staffing Authorization Table Modification (4) Appointment of Staff (5) Temporary Full-Time Faculty Assignments (6) Appointment of Additional New and Continuing Part-Time Hires, and (7) Appointment of Additional New Hire Adjuncts Fall 2016.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Kevin Callahan

DATE: September 13, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Callahan
Signature of Recorder

9-13-16
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Proposal to suspend recruitment in selected degree and certificate programs

REPORT/BACKGROUND

Since its inception in 1974, HCCC has implemented over 45 degree programs and 18 certificate programs. The Academic Affairs Office has systematically assessed the viability and currency of these program offerings. Over the last decade, a number of degree programs and certificates had to be terminated due to reasons such as declining enrollments and/or diminishing job market demand for entry level employment.

Based on program reviews and analytical findings, Academic Affairs has recommended suspending recruitment of the following degree and certificate programs (see table below).

	Enrollments					Graduates			
	Fall 2011	Fall 2012	Fall 2013	Fall 2014	Fall 2015	AY 12-13	AY 13-14	AY 14-15	AY 15-16
AA – Liberal Arts with options:									
American Studies	1	4	5	4	13	2	0	1	1
Latin American Studies	0	0	0	0	3	2	0	0	0
Women's Studies	0	0	0	3	5	0	0	0	0
AAS-Criminal Justice	71	108	138	122	97	0	1	0	3
AA – Liber Arts with options:									
Criminal Justice	554	591	566	541	508	60	77	94	80
Human Services	12	93	123	122	136	1	3	14	20
Cert – Dietary Management	---	7	8	8	7	0	0	0	0

Suspended Recruitment of AA-Liberal Arts options in American, Latino and Women's Studies

The pattern of declining/no enrollments in AA Liberal options in American Studies, Latin American Studies and Women's Studies over past several years has become problematic to our students. It is not cost effective to maintain these programs and ensure graduation time for students as published. The suspended recruitment will allow the college to focus on assessing and revise the base program – AA Liberal Arts - to meet the needs and interests of students when pursuing future studies at a senior institution.

Suspended Recruitment of AA-Liberal Arts options in Criminal Justice & Human Services and AAS Criminal Justice

With the implementation of new Associate in Science (AS) degrees in Criminal Justice and Human Services/Pre-Social Work, effective Fall 2016, the college intends to direct all new students toward AS degree based upon the findings that the AS track is more beneficial for students in these areas since the AS degree prepares students for continuing their studies at a senior institution as well as for entry-level career training. Additionally, students will have an opportunity to pursue degree options of their interest, for instance: Human Service – Substance Abuse Counseling and Criminal Justice – Homeland Security. These degree options are being developed for implementation in Spring 2017 and thereafter.

**Suspended Recruitment of Certificate in Dietary Management
(A partnership with Rutgers – School of Health-Related Programs)**

The certificate in Dietary Management has been offered in partnership with Rutgers – SHRP along with other peer partners (Essex, Ocean and Raritan) since Fall 2011 with small allotted enrollments (5). In 2014, HCCC was informed of the program's being put on hold (Attachment I) and in April 29, 2016, HCCC was notified of a termination of this program due to low enrollments (Attachment II). HCCC has no control over this certificate offering and must comply by suspending recruitment of new students in Fall 2016.

As is normal practice, HCCC will make its best effort to ensure that all students who are in the above programs graduate within a reasonable timeframe and/or transfer to closely-related programs with no or minimum loss of credits.

RECOMMENDATION

The President and Administration recommend that the Board of Trustees approve the suspended recruitments, effective Fall 2016, for the following programs:

AA Liberal Arts –American/Latino/Women's Studies

AA Liberal Arts – Criminal Justice & Human Services and AAS – Criminal Justice

Certificate – Dietary Management – with Rutgers SHRP

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President and administration and approve the suspended recruitments, effective Fall 2016 semester of the following programs:

AA Liberal Arts –American/Latino/Women's Studies

AA Liberal Arts – Criminal Justice & Human Services and AAS – Criminal Justice

Certificate – Dietary Management – with Rutgers SHRP

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Joanne Kosakowski

DATE: September 13, 2016

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

9-13-16
Date



Department of Nutritional Sciences
Rutgers, The State University of New Jersey
65 Bergen Street, Suite 157
Newark, New Jersey 07101-1708

pr.puglia@shrp.rutgers.edu

Phone: 973-972-8393

Fax: 973-972-7403

Pamela Rothpletz-Puglia, EdD, RD
Associate Professor
Dietary Manager Program Director

May 20, 2014

Dear Community College Partners of Raritan Valley, Hudson, Ocean, and Essex Counties,

After discussions with most of you and among our team, we are placing the Dietary Manager Program on hold until 2015 due to low student enrollment. In the spring of 2015 we will reevaluate the feasibility of opening the program for the fall 2015 semester. We will reach out to you for further feedback and advisement about student interest.

Thank you for taking the time to speak with me about the Dietary Manager program and please don't hesitate to communicate if you have any questions or other comments.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Pamela Rothpletz-Puglia".

Pamela Rothpletz-Puglia



Dean's Office
School of Health Related Professions
Rutgers, The State University of New Jersey
65 Bergen Street, Suite 102
Newark, NJ 07107

website: <http://shrp.rutgers.edu>
mahongm@shrp.rutgers.edu
p. 973-972-4276
f. 973-972-7028

Gwendolyn Mahon, PhD.
Dean

April 29, 2016

Sheila Dynan, DMH
Director of Health Related Programs
Hudson County Community College
870 Bergen Ave. 3rd Floor
Jersey City, NJ 07306

Dear Sheila,

Hudson County Community College was notified in 2014 that the Rutgers School of Health Related Profession's Dietary Managers Program was placed on hold due to poor enrollment. Since there continues to be little interest in this program from our partner schools we have decided to formally terminate our contract. Additionally, new credentialing requirements in the field of Nutritional Sciences have necessitated a new direction for the department. Consequently, please accept this letter as notice of termination of our contract (Memorandum of Understanding between Hudson County Community College and The University of Medicine and Dentistry of New Jersey/Rutgers School of Health Related Professions for A Joint Certificate in Dietary Management executed on 2/11/11). Notification of this change has been posted on our website and is being expressed to any inquiries.

We appreciate your partnership and look forward to collaborating on other educational projects.

Sincerely,

A handwritten signature in blue ink, appearing to read "G. Mahon", with a long horizontal flourish extending to the right.

Gwendolyn Mahon, PhD
Dean, Rutgers School of Health Related Professions
Professor, Dept. of Clinical Laboratory Sciences

cc: Dr. Eric Friedman, Vice President of Academic Affairs, 70 Sip Ave. Jersey City, 07306
Ms. Bianca Thompson Owen, Assistant Dean of Enrollment Management Rutgers SHRP
Dr. Riva Touger-Decker, Chair, Nutritional Sciences, Rutgers SHRP
Dr. Barbara Gladson, Associate Dean for Academic Affairs, Rutgers SHRP

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

X. NEW BUSINESS

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 13, 2016**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:25 P.M.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Karen Fahrenholz

DATE: September 13, 2016

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

6 Ayes..... 0 Nay

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


Signature of Recorder

9-13-16
Date