

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

**Regular Meeting--Board of Trustees**  
**September 15, 2015**

**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

**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 15, 2015**

**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>ABSENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>ABSENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>ABSENT</u>
Harold G. Stahl	<u>PRESENT</u>

*This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.*

*HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015*

*III. COMMENTS FROM THE PUBLIC*

*NONE*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

**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:** Karen Fahrenholz

**SECONDED BY:** Kevin Callahan

**DATE:** September 15, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

**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:

Personnel

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

4) this resolution shall take effect immediately.

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** Karen Fahrenholz

**DATE:** September 15, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

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

*Jerry Trombella, Dean of Research and Planning, Strategic Planning Process.*



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of August 11, 2015 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 11, 2015.

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

The College has made the following grant & contract proposals:

TITLE: Weaving World Views: Humanities Learning Communities at HCCC

AGENCY: National Endowment for the Humanities

PURPOSE OF GRANT: HCCC submitted an application under the Humanities Initiatives at Community Colleges Program in an effort to enrich teaching and learning in the humanities by developing writing intensive learning communities.

COLLEGE ADMINISTRATOR: John Marlin, Ryan Martin, Heather Devries, Chris Wahl

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$99,886

TITLE: Perkins Grant

AGENCY: NJ Department of Education – Office of Career and Technical Education

PURPOSE OF GRANT: The HCCC Grants Office submitted the FY16 Perkins Spending Plan in support of the designated career and technical education programs at HCCC.

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$ 459,414

**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:**

Joanne Kosakowski

**DATE:**

September 15, 2015

Callahan, Kevin

AYE

Fahrenholz, Karen

AYE

Kenny, Roberta

ABSENT

Kosakowski, Joanne

AYE

Lee, Bakari

AYE

Peña, Jeanette

AYE

Sires, Adrienne

ABSENT

Stahl, Harold

AYE

Netchert, William, Chair

ABSENT

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date

**ATTACHMENT A  
ITEM VI**

**Board of Trustees Meeting  
Hudson County Community College  
Mary T. Norton Room  
70 Sip Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ  
5:00 P.M.**

**REGULAR MEETING --- BOARD OF TRUSTEES  
August 11, 2015**

**MINUTES**

**PRESENT:** Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, and Harold Stahl

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

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

HCCC Staff and Visitors present were: Thomas Brodowski, Cliff Brooks, Ana Chapman, John Delooper, Eric Friedman, Elena Lavarreda, Pamela Littles, Elizabeth Nesius, Ismael MI Randazzo, Vivyen Ray, Qamar Raza, Carol Van Houten, Christopher Wahl, LiLisa Williams, and Marcella Williams

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

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

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

**III. COMMENTS FROM THE PUBLIC**

- Elena Lavarreda, Policy Analyst for SEIV Local 32BJ, addressed the Board and raised issues regarding the College's recent solicitation for a vendor for janitorial services and its compliance with statutes and regulations. Vice Chair Lee asked Ms. Lavarreda whether she was an attorney and whether she lived or worked in Hudson County, and she responded negative to both questions. Lee also pointed out some details in the presentation that were problematic to him, but he assured Lavarreda that the Board would take the suggestions that were made seriously and appreciated the spirit in which they were made. Chairman Netchert followed up by saying that the College would look into the issues raised and that the trustees were committed to making the College a good workplace not only for its own employees but also for contract employees from outside service providers.

**IV. CLOSED SESSION – None**

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

- President Gabert introduced Richard Mackiewicz, a Director of the College Foundation and Co-Chair of the Cultural Affairs Task Force. President Gabert also acknowledged the presence of Clifford Brooks, the other Co-Chair. Mackiewicz then explained the work of the Task Force and explained its findings.



*Vice President Pando then reviewed the Cultural Affairs Calendar for the fall.*

*President Gabert and Chairman Netchert expressed their thanks to all of the members of the Task Force and College Community for their exceptional contributions to the College. Trustee Callahan reiterated this and expressed his conviction that this work at the College was setting a paradigm for other county colleges.*

*The work of Carol Van Houten and the Library staff in developing related programs was also noted with appreciation.*

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular meeting of June 9, 2015.
2. Gifts, Grants and Contract Reports - None

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

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

1. Purchase of Equipment for Center for Online Learning;
2. Purchase of Content Management Software for Center for Online Learning;
3. Award of a Vendor for the Follett Bookstore Interior Renovation at 162 Sip Avenue;
4. Rebuild Networking Infrastructure for O.I.T. Department New Location;
5. Resolution Authorizing the Award of Care Bed System & Tables for CarePoint;
6. Resolution Authorizing the Award of a Surveillance Camera System Vendor for CarePoint;
7. Resolution Authorizing the Award of Installation of Energy Efficiency Retrofit Measure Units for Follett Bookstore;
8. Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department;
9. Resolution Authorizing the Award of a Linen Supply 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 Cleaning Supplies & Small Implements Vendor for Culinary Arts Department;
12. Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts department;
13. Purchase of Liability & Casualty Insurance for FY 16;
14. Tuition & Fee Policy for FY 2016;
15. Agreement Between HCCC and Kearny Board of Education for Use of Kearny High School Classrooms for Evening Classes During Academic Year 2015 - 2016;

16. Agreement Between HCCC and Bayonne Board of Education for Use of Bayonne High School Classrooms for Evening Classes During Academic Year 2015-2016;
17. Parking Agreement with Journal Square Parking Garage, LLC for FY 2016;
18. Resolution Authorizing the Award of a Contract for Public Relations Consultant for FY 2016;
19. Purchase of Point of Sale System (POS - cash register/tablets/IT Support, etc. for the Library Café Coffee Bar and Conference Center;
20. Award of Auditing Services for FY 2015;
21. Resolution Authorizing the Award of a Contract for a Cultural Affairs Consultant for FY and 2016;
22. Award of a Landscaping Vendor to Redo/Refurbish the Park at the Culinary Arts Center; and
23. New and on-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2015 - 2016 under the (LEAP. Learning Enables All Possibilities Program

Introduced by: Bakari Lee

Seconded by: Harold Stahl

6 Ayes.....0 Nays

Resolution Adopted

## VIII. PERSONNEL RECOMMENDATIONS

### 1. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Vivian Lynn	Executive Director, Center for Online Learning	7/1/2015
Jose Olivares	Director of Admissions	7/1/2015
Shawn O'Neill	Associate Director of Financial Aid	7/9/2015
Subhana Asjad	Lab Technician, Biology/Chemistry	7/24/2015
Mavis Faulknor	Director, Practical Nursing Program	7/31/2015

### 2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Geoffrey Sims	Assistant Controller	08/12/2015	\$85,000 (pro-rated)
Rebecca Davis	Assistant Director, CASS	08/12/2015	\$48,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Megan Kearney	Counselor, CASS	08/12/2015	\$38,000 (pro-rated)
Antonio Talamo	Counselor, CASS	08/12/2015	\$38,000 (pro-rated)
Sirhan Abdullah	Instructor, Health Services and Sciences	08/12/2015	\$40,000 (pro-rated)
Lauren Drew	Instructor, ESL	08/12/2015	\$40,000 (pro-rated)
Thandi Wilson	Instructor, Speech & Humanities	08/12/2015	\$40,000 (pro-rated)
Melody Marie Lopez	Instructor Environmental Studies	08/12/2015	\$40,000 (pro-rated)
Genny Sanchez	Accounts Receivable Clerk, Bursar's Office	08/12/2015	\$32,000 (pro-rated)
David Shenouda	Enrollment Support Assistant, Enrollment Services	08/12/2015	\$30,600 (pro-rated)
Clara Angel	Secretary, Non Credit Programs	08/12/2015	\$30,000 (pro-rated)
Zakia Hmamou	Secretary, Center for Online Learning	08/12/2015	\$30,000 (pro-rated)

### 3. TEMPORARY FULL-TIME ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Faiza Fayyaz	Biology/Chemistry Lab Assistant	8/24/2015	\$30,000 (pro-rated)

### 4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Richard Albanese	Instructor, Culinary Arts	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Brian Lorio	Instructor, Speech/English	08/15/2015 12/21/2015	\$20,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Elizabeth Garrett	Instructor, ESL	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Julie Lonon	Instructor, English	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Paula Jones	Instructor, Academic Foundations English	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Thomas Roskop	Instructor, Academic Foundations Math	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Victor Moruzzi	Instructor, CBI	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Courtney Payne	Instructor, Culinary Instructor	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Jacqueline Brody	Instructor, Academic Foundations English	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Jedediah Palmer	Instructor, ESL	8/15/2015 12/21/2015	\$20,000 (pro-rated)
Michele Prezioso	Instructor, Academic Foundations English	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Royal Ross	Instructor, Business	08/15/2015 12/21/2015	\$20,000 (pro-rated)
Nicole Rizzuto	Instructor, History	8/15/2015	\$20,000

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:  
AUGUST 12- DECEMBER 31, 2015.**

Last Name	First Name	Department	Title	Position ID
Aburi	Esther	Advisement & Counseling	Advisor	ADVISOR-200510
Aviles	Lilian	BCH&M	Dishwasher	CULDDW-101030
Cruz	Feliz	BCH&M	Dishwasher	CULDDW-101030
Curiel	Tamara	BCH&M	Dishwasher	CULDDW-101030
Enix	Anthony	BCH&M	Dishwasher	CULDDW-101030
Herrador	Nicole	BCH&M	Office Assistant	OFFAST-103010
Martinez	Jessica	BCH&M	Office Assistant	OFFAST-103010
Nour	Samir	BCH&M	Office Assistant	OFFAST-103010
Rodriguez	Delia	BCH&M	Dishwasher	CULDDW-101030
Singh	Soamwattie	BCH&M	Dishwasher	CULDDW-101030

Tacsá	Yisle	BCH&M	Dishwasher	CULDDW-101030
Torres-Cotto	Mayra	BCH&M	Dishwasher	CULDDW-101030
Agana	Carmille	Center for Business & Industry	PT Instructor	PTINST-103005
Agana	Carmille	Center for Business & Industry	PT Instructor	PTINST-605003
Melleno	Christine	Center for Business & Industry	PT Instructor	PTINST-103005
Melleno	Christine	Center for Business & Industry	PT Instructor	PTINST-605003
Bauer	Emily	Community Education	PT Instructor	ESLC-102015
Cinclair	Jennifer	Community Education	PT Instructor	PTINST-102005
Davis	Dolores	Community Education	PT Instructor	PTINST-102005
Dressener	Phil	Community Education	PT Instructor	PTINST-102005
Ferreira	Estefany	Community Education	Office Assistant	OFFAST-102005
Gore	Christopher	Community Education	PT Instructor	ESLC-102015
Grewal	Eleanor	Community Education	PT Instructor	PTINST-102005
Hanna	Madonna	Community Education	PT Instructor	PTINST-102005
Jabubowski	William	Community Education	PT Instructor	PTINST-102005
Kaplan	Michelle	Community Education	PT Instructor	ESLC-102015
Krause	Helen	Community Education	PT Instructor	ESLC-102015
Line-Navas	Jennifer	Community Education	PT Instructor	PTINST-102005
Mauro	Carole	Community Education	PT Instructor	ESLC-102015
Melian	Maria Gabriela	Community Education	PT Instructor	PTINST-102005
Michail	Phoebe	Community Education	PT Coordinator	PTCORD-102005
Oden	Ruth	Community Education	PT Instructor	ESLC-102015
Quinoes	Rosemary	Community Education	PT Instructor	PTINST-102005
Rivera	Carmen	Community Education	PT Instructor	ESLC-102015
Singh	Soamwattie	Community Education	Dishwasher	CACEDW-102020
Smith	Melonie	Community Education	PT Instructor	ESLC-102015
Sosa	Alicia	Community Education	PT Instructor	ESLC-102015
Torres	Mayra	Community Education	Dishwasher	CACEDW-102020
Valcarecel	Alicia	Community Education	PT Instructor	ESLC-102015



Wahba	Bessa	Community Education	PT Instructor	ESLC-102015
Hernandez	Nancy	Controller's Office	PT Office Assistant	OFFAST-253015
Nunez	Priscilla	Controller's Office	PT Accounts Receivable Clerk	OFFAST-253015
Alpapara	Victoria	Disability Support Services	Notetaker/Reader	READER-VARIOUS
Reeves	Gabrielle	Disability Support Services	Notetaker/Reader	READER-VARIOUS
Rizzo	Danielle	Disability Support Services	Sign Language Interpreter	SIGNLAU-VARIOUS
Valvano	Katrina	Disability Support Services	Notetaker/Reader	READER-VARIOUS
Faruque	Mana	ITS	Lab Assistant	ISTLAB-253025

**6. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2015.**

LAST NAME	FIRST NAME	DEPARTMENT
Brody	Jacqueline	ACFD-English
Gibson	Paul	Humanities
Hazelwood	Ashley	ACFD-English
Nakhla	Gihan	STEM
Simone	Zaire	Social Sciences
Skinner	Emily	Social Sciences
McFarlane	Janet	ACFD-Math
Mihal	Peter	Business, Culinary & Hospitality
Nooger	Brenda	Business, Culinary & Hospitality
Emeh	Dickson	Business, Culinary & Hospitality
Davis	Dolores	ACFD-English

Introduced by: Joanne Kosakowski

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

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

**X. NEW BUSINESS**

**1. Acceptance of the Report from the Cultural Affairs Task Force**

Introduced by: Karen Fahrenholz

Seconded by: Kevin Callahan

6 Ayes.....0 Nays

Resolution Adopted

**XI. ADJOURNMENT 5:46 P.M.**

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

6..... Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
SEPTEMBER 15, 2015**

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

**1. Resolution Authorizing the Award of Scaffolding Services for the Facilities Department**

**WHEREAS**, the College has a need for continuing lease for scaffolding services for 25 Pathside for the Facilities Department.

**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; and

**WHEREAS**, the anticipated term is fiscal year 2016; and

**WHEREAS**, Advance Scaffold, Inc. of Clifton, NJ is the proposed vendor to provide these services, at a total cost not to exceed \$30,000; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS** Advance Scaffold, Inc. has completed and submitted Business Entity Disclosure Certifications which certifies that Advance Scaffold, Inc. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Advance Scaffold, Inc. from making any reportable contributions through the term of the contract/s; and

**WHEREAS**, the cost of these services will be funded from the Facilities Operating Budget; and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Advance Scaffold, Inc. as a pay to play certified vendor as described herein at a cost not to exceed \$30,000; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**2. Resolution Authorizing the Award of General Construction for the Nursing Department**

**WHEREAS**, the College has a need for general construction for the Nursing Department during the year; and

**WHEREAS**, this contract is below the bid threshold and therefore bids were not required, 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; and

**WHEREAS**, the anticipated term is fiscal year 2016; and

**WHEREAS**, AG General Construction, LLC, of Elizabeth, NJ is the proposed vendor to provide these services, at a total cost not to exceed \$26,500; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS** AG General Construction, LLC, has completed and submitted Business Entity Disclosure Certifications which certifies that AG General Construction, LLC has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit AG General Construction, LLC from making any reportable contributions through the term of the contract; and

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

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve AG General Construction, LLC as a pay to play certified vendor as described herein at a cost not to exceed \$26,500; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**3. Resolution Authorizing the Award of Speaker Agency for the Student Activities Department**

**WHEREAS**, the College has a need for speaking engagements for the Student Activities department during the year.

**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(19); 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; and

**WHEREAS**, the anticipated term is fiscal year 2016; and

**WHEREAS**, American Program Bureau of Newton, MA is the proposed vendor to provide these services, at a total cost not to exceed \$40,000; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS** American Program Bureau has completed and submitted Business Entity Disclosure Certifications which certifies that American Program Bureau has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit American Program Bureau from making any reportable contributions through the term of the contract/s; and

**WHEREAS**, the cost of these services will be funded from the Student Activities Budget; and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve American Program Bureau as a pay to play certified vendor as described herein at a cost not to exceed \$40,000; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**4. Resolution Authorizing the Award of the Blackboard Renewal for the Software and Hosting Services for the Information Technology Service**

**WHEREAS**, the College has a need to renew the software and hosting services for the Information Technology Service Department during the year.

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

**WHEREAS**, this software is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(19); 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 2016; and

**WHEREAS**, Blackboard, Inc. of Washington, DC is the proposed vendor to provide these services, at a total cost not to exceed \$198,726; and

**WHEREAS**, the Vice President of Administrative Services and the CIO recommends this award; and

**WHEREAS** Blackboard, Inc. has completed and submitted Business Entity Disclosure Certifications which certifies that Blackboard, Inc. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Blackboard, Inc. from making any reportable contributions through the term of the contracts; and

**WHEREAS**, the cost of these services will be funded from the Operating Budget; and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Blackboard, Inc. as a pay to play certified vendor as described herein at a cost not to exceed \$198,726; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**5. Resolution Authorizing the Award of Removal and Replacement of Carrier HVAC Rooftop Unit for the Cundari Building**

**WHEREAS**, the College has a need to replace HVAC Rooftop unit for the Cundari Building.

**WHEREAS**, this contract is below the bid threshold and therefore bids were not required; 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; and

**WHEREAS**, the anticipated term is fiscal year 2016, and

**WHEREAS**, Crown Sheet Metal, of Jersey City is the proposed vendor to provide these services, at a total cost not to exceed \$31,250; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS** Crown Sheet Metal has completed and submitted Business Entity Disclosure Certifications which certifies that Crown Sheet Metal has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Crown Sheet Metal from making any reportable contributions through the term of the contract/s; and

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

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Crown Sheet Metal as a pay to play certified vendor as described herein at a cost not to exceed \$31,250; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**6. Resolution Authorizing the Award of Installation of the College's Campus-Wide Monitoring System for the Safety & Security Department**

**REPORT/BACKGROUND**

The Safety and Security Department along with Information Technology Services (ITS) have identified a need to purchase Campus-Wide Monitoring System

The cost of these services will be funded by the Homeland Security (UASI) Grant

The College requested a proposal from Johnston Communications, a State Contract Vendor Number 88766 is the proposed vendor to provide these services, at a cost not to exceed \$156,653.

The Vice President of Administrative Services and the Chief Information Officer recommends this purchase.

**RECOMMENDATIONS**

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the Campus-Wide Monitoring System from Johnston Communications of Kearny, NJ at a total cost of \$156,653 for FY16.

**7. Resolution Authorizing the Award of Social Media Information Services for the Communications Department**

**WHEREAS**, the College has a need for social media information services for the Communications Department during the year.

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

**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(19), 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 2016, and

**WHEREAS**, Woovue of Belmar, NJ is the proposed vendor to provide these services, at a total cost not to exceed \$24,000; and

**WHEREAS**, the Vice President of Administrative Services and the Vice President for Development recommends this award; and

**WHEREAS** Woovue, has completed and submitted Business Entity Disclosure Certifications which certifies that Woovue has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Woovue from making any reportable contributions through the term of the contract/s; and

**WHEREAS**, the cost of these services will be funded from the Communications Operating Budget; and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Woovue as a pay to play certified vendor as described herein at a cost not to exceed \$24,000; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**8. Resolution Authorizing the Award for Construction/Maintenance Supplies for the Maintenance Department**

**WHEREAS**, the College has a need for construction/maintenance supplies for the Maintenance Department during the year.

**WHEREAS**, this contract is below the bid threshold and therefore bids were not required, 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; and

**WHEREAS**, the anticipated term is fiscal year 2016; and

**WHEREAS**, Tsigonia Paint Sales, Jersey City, NJ is the proposed vendor to provide these services, at a total cost not to exceed \$30,000; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS** Tsigonia Paint Sales, has completed and submitted Business Entity Disclosure Certifications which certifies that Tsigonia Paint Sales has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Tsigonia Paint Sales from making any reportable contributions through the term of the contract/s; and

**WHEREAS**, the cost of these services will be funded from the Maintenance Operating Budget; and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Tsigonia Paint Sales as a pay to play certified vendor as described herein at a cost not to exceed \$30,000; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

**9. Purchase of Laptops for the Division of Academic Development and Support Services Department**

**REPORT/BACKGROUND**

The Grants Office in conjunction with Information Technology Services (ITS), and the Division of Academic Development and Support Services have identified a need to purchase equipment to enable the implementation of the Academic Development and Support Services Program.

The Title V "Picking up the Pace" Grant YR2 for Fiscal 2015. Account 601081 will be used to fund this purchase

The College requested a proposal from Dell Marketing, a State Contract Vendor Number 77003 for a cost of \$50,629.

The Vice President of Administrative Services and the Chief Information Officer recommends this purchase.

**RECOMMENDATIONS**

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the equipment from Dell Marketing One Dell Way Rr8-11 Round Rock TX 78682 at a total cost of \$50,629 for FY16.

**10. Resolution Authorizing the Award of Security Vulnerability Assessment (SVA) Emergency Management Plan for the Safety and Security Department**

**WHEREAS**, the College has a need for a security vulnerability assessment and emergency management plan for the Safety and Security Department.

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

**WHEREAS**, this service is exempt from bidding Pursuant to N.J.S.A. 18 A:64A-25.5(19), 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 2016; and

**WHEREAS**, A & J Consulting Engineering Services, of Clifton, NJ is the proposed vendor to provide these services, at a total cost not to exceed \$55,000;with reimbursable expenses to \$6,000; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS**, A & J Consulting Engineering Services. has completed and submitted Business Entity Disclosure Certifications which certifies that A & J Consulting Engineering Services has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit A & J Consulting Engineering Services from making any reportable contributions through the term of the contract/s; and

**WHEREAS**, the cost of these services will be funded from the Operating Budget; and Hudson County Community College will apply for a Homeland Security Grant after assessment is completed, and

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve A & J Consulting Engineering Services as a pay to play certified vendor as described herein at a cost not to exceed \$61,000; and

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certifications and the Determination of Value from be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

#### **11. Resolution to Extend Cleaning Service Contract**

**WHEREAS**, the Hudson County Community College had entered into a contract for cleaning services with Maverick Building Services, Inc. and that contract has ended; and

**WHEREAS**, The College is in the process of re-bidding this contract and pursuant to N.J.S.A. 40A:11-15 can extend the contract upon consent of the parties; 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 December 31, 2015. This contract shall end upon the commencement of a new contract for cleaning services.

**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 December 31, 2015, under the same terms of the prior contract.

**BE IT FURTHER RESOLVED**, Maverick shall be paid not to exceed \$832,000.00 for the cleaning services as billed on the monthly basis.

#### **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 in Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 - 11: 1) Resolution Authorizing the Award of Scaffolding Services for the Facilities Department, 2) Resolution Authorizing the Award of General Construction for the Nursing Department, 3) Resolution Authorizing the Award of Speaker Agency for the Student Activities Department, 4) Resolution Authorizing the Award of the Blackboard Renewal for Software and Hosting Services for the Information Technology Service, 5) Resolution Authorizing the Award of Removal and Replacement of Carrier HVAC Rooftop Unit for the Cundari Building, 6) Resolution Authorizing the Award of Installation of the College's Campus-Wide Monitoring System for the Safety & Security Department 7) Resolution Authorizing the Award of Social Media Information Services for Communications Department, 8) Resolution Authorizing the Award for Construction/Maintenance Supplies for the Maintenance Department, 9) Purchase of Laptops for the Division of Academic Development and Support Services Department, 10) Resolution Authorizing the Award of Security Vulnerability Assessment (SVA) Emergency Management Plan for the Safety and Security Department, and 11) Resolution to extend Cleaning Service Contract.

**INTRODUCED BY:**

Jeanette Peña

**SECONDED BY:**

Kevin Callahan

**DATE:**

September 15, 2015

Callahan, Kevin  
Fahrenheit, Karen  
Kenny, Roberta  
Kosakowski, Joanne  
Lee, Bakari  
Peña, Jeanette  
Sires, Adrienne  
Stahl, Harold  
Netchert, William, Chair

AYE  
AYE  
ABSENT  
AYE  
AYE  
AYE  
ABSENT  
AYE  
ABSENT

6 Ayes..... 0 Nay

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

Jeanette Peña  
Signature of Recorder

9-15-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

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

**12. Resolution Changing the Name of the North Hudson Higher Education Center to North Hudson Campus.**

**REPORT/BACKGROUND:**

The College's operations in Union City (and before that in West New York) have been classified by the Middle States Association as constituting an "attendance center" and have been referred to as the North Hudson Center or the North Hudson Higher Education Center. This meant that a student could not earn an associate's degree based solely on the work done at the Center and had to take some courses at the Journal Square Campus. In 2011, the College moved the Center's operations into a significantly expanded state-of-the-art facility, increased staffing levels, and expanded programs and services. This spring the College formally petitioned the Middle States Association to upgrade the classification to "campus" status. At its June meeting, the Association approved this request. As a result, the College is beginning to offer some self-contained degree programs in Union City and is planning to increase the number of these programs in the future.

**RECOMMENDATION**

The President, the Administration, and the Capital Projects Advisory Committee recommend that the Board of Trustees approve the North Hudson Higher Education Center be renamed to reflect this upgrade in classification.

**BE IT RESOLVED** that the Hudson County Community College, North Hudson Higher Education Center be hereinafter named the Hudson County Community College, North Hudson Campus and that this re-designation be effective immediately.

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Karen Fahrenholz

**DATE:** September 15, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date



HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Jonathan Kull	Career/Transfer Counselor	9/18/2015

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Paula Gonzalez	HR Employment Manager	8/31/2015

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Antonio Acevedo	College Lecturer	8/15/2015

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Liliam Hogan	Manager, Purchasing Services	09/16/2015	\$55,000 (pro-rated)

**Note:** Liliam Hogan was formally the Administrative Assistant, Facilities.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Paula Roberson	Assessment Coordinator	09/16/2015	\$50,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Courtney Payne	Instructor, Culinary/Pastry Arts	09/16/2015	\$40,000 (pro-rated)

**Note:** This is an approved full time tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Phoebe Michail	Admissions Recruiter	09/16/2015	\$35,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kyle Ebert	Facilities Worker	09/16/2015	\$32,640 (pro-rated)

**Note:** This is a replacement for Luis De Los Santos.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Devlyn Courtier	Library Clerical Assistant Non Credit Programs	09/16/2015	\$30,000 (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 Appointment of Staff above as Personnel Recommendation Item No. 2.

**3. TEMPORARY FULL-TIME ASSIGNMENT**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Joseph Caniglia	Interim Director of Academic Foundations- English	08/14/2015- 12/31/2015	\$14,250 (pro-rated)

**Note:** This is a replacement for Elizabeth Nesius. This is an Interim position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jennifer Navas	Interim Executive Director of Non-Credit Programs	09/16/2015	75,000 (pro-rated)

**Note:** This is a replacement for Karen O' Malley. This is an Interim position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aycha Edwards	TAACCCT Grant Coordinator	9/16/2015	\$38,000 (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 Assignment above as Personnel Recommendation Item No. 3.

**4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS****REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rafaelo Kazakov	Instructor, ESL	08/15/2015 12/21/2015	\$20,000 (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>
Mohammed Butt	Instructor, Physics/ Mathematics	08/15/2015 12/21/2015	\$20,000 (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>
Amar Khoukhi	Instructor, Math Instructor	08/15/2015 12/21/2015	\$20,000 (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>
Qamar Raza	Instructor, Chemistry	08/15/2015 12/21/2015	\$20,000 (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.4.

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: SEPTEMBER 15- DECEMBER 31, 2015.**

Last Name	First Name	Department	Title	Position ID
Muniz	Alexis	ADJ Academic Support Services	Evening/ Weekend Administrator	EWKADM-252010
Liebl	Christian	ADJ Academic Support Services	Evening/ Weekend Administrator	EWKADM-252010
Willman	Katherine	ADJ Academic Support Services	Tutor	TUTOR-150505
Smith	Alyssa	ADJ Academic Support Services	Tutor	TUTOR-150505
Galarza	Steven	ADJ Academic Support Services	Tutor	TUTOR-150505

McCarthy	Mark	ADJ Academic Support Services	Tutor	TUTOR-150505
Agarwal	Shivam	ADJ Academic Support Services	Tutor	TUTOR-150505
Khatri	Binish	ADJ Academic Support Services	Tutor	TUTOR-150505
Bran	Angelica	ADJ Academic Support Services	Tutor	TUTOR-150505
Wadhwa	Kanishka	ADJ Academic Support Services	Tutor	TUTOR-150505
Muller	Ashely	ADJ Academic Support Services	Tutor	TUTOR-150505
Zaman	Niloy	ADJ Academic Support Services	Tutor	TUTOR-150505
Lewis	Steven	ADJ Academic Support Services	Tutor	TUTOR-150505
Shorey	James	ADJ Academic Support Services	Tutor	TUTOR-150505
Shcherbinin	Michael	ADJ Academic Support Services	Tutor	TUTOR-150505
Murray	Fern	ADJ Academic Support Services	Tutor	TUTOR-150505
Patel	Uttav	ADJ Academic Support Services	Tutor	TUTOR-150505
Guzman	Karina	Academic Foundations- Math	Student Assistant	STUAST-101041
Pagan	Dimarie	Academic Foundations- Math	SI Leader	GRATUT-601061-TV2
Guillen	Diego	Academic Foundations- Math	SI Leader	GRATUT-601061-TV2
Wright	Chael	Academic Foundations- Math	SI Leader	GRATUT-601061-TV2
Clue	Jacqueline	Academic Foundations- Math	SI Leader	GRATUT-601061-TV2
Lopez	Samantha	Academic Foundations- Math	SI Leader	GRATUT-601061-TV2
Maloney	Sandra	Advisement & Counseling	Advisor	ADVISOR-200531
Elmera	Carmene	Advisement & Counseling	Advisor	ADVISOR-200531
Saleh	Doua	Advisement & Counseling	Advisor	ADVISOR-200531
Ramos	Gerino	BCH&M	Dishwasher	CULDDW-101030
Abad-Ramirez	Dauri	BCH&M	Dishwasher	CULDDW-101030
Figueroa	Bianca	BCH&M	Receiving Clerk	RECLERK-101030
Portillo	Yanira	BCH&M	Receiving Clerk	RECLERK-101030
Candelaria	Miguel	BCH&M	Dishwasher	CULLDDW-101030
Waskar	Abad	BCH&M	Dishwasher	CULDDW-101030
Aviles	Lilian	BCH&M	Dishwasher	CULDDW-101030

Cinclair	Jennifer	Community Education	PT Instructor	PTINST-102020
Wolfson	Michele	Community Education	PT Instructor	PTINST-102020
Dobbs	Meredith	Community Education	PT Instructor	PTINST-102005
Danish	Peter	Community Education	PT Instructor	PTINST-102005
Suero	Gianny	ESL	Student Assistant	STUAST-101035
Prieto	Rafael	NHC	Office Assistant	OFFAST-252030
Weiwei	Wang	STEM	Physics Lab Assistant	LABAST-101015
Morrison	Jonathan	STEM	Lab Assistant	LABAST-101015
Ashamalla	Marco	STEM	Lab Assistant	LABAST-101015
Daud	Saba	STEM	Lab Assistant	LABAST-101015
Hedhli	Amjad	STEM	Lab Assistant	LABAST-101015
Adams	Samantha	STEM	Lab Assistant	LABAST-101015
French	Alexander	ITS	Lab Assistant	ISTLAB-253025
Tabora	Heather	ITS	Lab Assistant	ISTLAB-253025
Mokdessi	Mona	Testing	Testing Aide	TAIDE-200530

**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.5.*

**6. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS FALL 2015.**

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Spring 2015 listed above as Personnel Recommendation Item No 6.*

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPT</b>
TODISH	BARBARA	ACFD
SCHAEFER	THOMAS	ACFD
DU'MONDE	MECHELLE	ACFD
GOLDSTEIN	ROCHELLE	ACFD
SPORCIC	DANIELLE	ACFD
DAVIS	DOLORES	ACFD
HAZELWOOD	ASHLEY	ACFD
JATOVKSY	MARCY	ACFD
MOODY	LAURA	ACFD
CHICLAYO	SEGUNDO	AF-MATH
GONZALEZ-URBINA	LUIS	AF-MATH
JOHNSON	IRNA	AF-MATH
AGUAVIVA	ERLINA	AF-MATH
BLANEY	KENNETH	AF-MATH



DOMINICI	ELVIN	AF-MATH
KAUR	AVNEET	AF-MATH
KANE	KENNETH	AF-MATH
MCFARLANE EDWARDS	JANET	AF-MATH
MURIEL	RAMON	AF-MATH
WOOLLEY	KYLE	AF-MATH
MIHAL	PETER	BUSINESS CULINARY AND HOSPITALITY
EMEH	DICKINSON	BUSINESS, CULINARY AND HOSPITALITY
NOOGER	BRENDA	BUSINESS, CULINARY AND HOSPITALITY
WEST	CHARLES	BUSINESS, CULINARY AND HOSPITALITY
WAHL	HEATHER	CASS
MIRANDA	ROBERTO	CASS
JOHNSON	VICTOR	CASS
SALKOWSKI	ROBERT	CASS
FLEISHER	JENNIFER	ESL
SOTOLONG	XIOMARA	ESL
ABDEL HALIM	GHADA	ESL
TAVAREZ	ALEXANDER	ESL
EATON	ESTELA	ESL
LENNARTSON	MITRA	ESL
WINDISCH	CASEY	ESL
COLEMAN	HUGH	ESL
CHOI	JOCELYN	ESL
ELDREDGE	TERESITA	ESL
LLARENA	LORI	ESL
PUJOLS	JULIA	ESL
SACK	JENNIFER	ESL
SCHNEIDMAN	KATHERINA	ESL
EHRSAM	ANNA	HUMANITIES
KELLY	NANCY	HUMANITIES
MARMOLEJOS	SANDRA	HUMANITIES
DOMENICK	ALBERT	HUMANITIES
CIRNIGLIARO	MARK	HUMANITIES
BAPTISTE	JEANNE	HUMANITIES
HYERS	ROBERT	HUMANITIES
CHOY	LUIS ROBERTO	HUMANITIES
MCADAMS	ANNIE	HUMANITIES
GIBSON	PAUL	HUMANITIES
RAMOS	MARK	HUMANITIES
BARTHE	DARRYL	SOCIAL SCIENCE
MOURI SARDAR ABADY	LEILA	SOCIAL SCIENCE
SIMONE	ZAIRE	SOCIAL SCIENCE
SKINNER	EMILY	SOCIAL SCIENCE
SESAY	ADULRAMAN	STEM
TAGHDISSI	SHARZAD	STEM
ELSHORBAGY	HALA	STEM
GOYA	THOSHIKI	STEM
JOST	REBECCA	STEM
JALOU	JOUMA	STEM
NAKHLA	GIHAN	STEM

YAKUBU	SUWEIDU	STEM
CATHERINA	EDWARD	STEM

**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 1-6:** (1) Resignation, (2) Appointment of Staff, (3) Appointment Temporary Full-Time Assignment, (4) Appointment of Temporary Full-Time Faculty Assignments (5) Appointment of Additional New Part-Time Hires, and (6) Appointment of Additional New Hire Adjunct Fall 2015.

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Karen Fahrenholz

**DATE:** September 15, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

**IX. ACADEMIC AND STUDENT AFFAIRS**

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

**REPORT/BACKGROUND**

Microbiology is a required course for selected academic transfer, health-related and our high-demand Cooperative Nursing Programs. The College has no microbiology laboratory facilities on campus. In order to provide such facilities for HCCC students, for the past 15 years, the College has been utilizing a 24-station Microbiology Lab at New Jersey City University (NJCU).

In the past semester, the college has also used the lab facility at Saint Peter's University, which is available only for evening classes.

It is anticipated that for Academic Year 2015-2016 the College will use the NJCU laboratory for approximately 640 hours, reduced from 1,040 hours in the previous year, for 8 sections (80 hours each) in Fall 2015 (3 sections), Spring 2016 (3 sections) and Summer I, 2016 (2 sections) - at an estimated cost of \$29,120. HCCC will reimburse NJCU an estimated cost of \$1,500 per section for the provision of lab supplies as well as pay for two lab assistants at the NJCU pay scale. HCCC is required to forward the Liability Insurance Certificate to NJCU and will reimburse the university upon receipt of an invoice.

**RECOMMENDATION**

The President and the Administration recommend that the Board of Trustees authorize the President or designated personnel to execute an agreement between Hudson County Community College and New Jersey City University for the use of Microbiology facilities and provision of lab supplies for the academic year 2015-2016 (Attachment I).

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees authorize the President or designated personnel to execute an agreement between Hudson County Community College and New Jersey City University for the use of Microbiology facilities and provision of lab supplies for the academic year 2015-2016 (Attachment I).

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Jeanette Peña

**DATE:** September 15, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date





Agreement Between  
New Jersey City University  
And  
Hudson County Community College

This Agreement is effective as of the **1st day of SEPTEMBER 2015** by and between New Jersey City University (hereinafter "the University") located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 AND Hudson County Community College (hereafter "the College") located at 70 Sip Avenue, Jersey City, New Jersey 07306.

Whereas, the University and the College had and wish to continue their collaborative relationship regarding the use of University facilities by the College for the College microbiology course identified as BIO 250 (hereinafter referred to as the "College course"); and

Whereas, the College desires to use University facilities for the purpose of providing the College's students, who are enrolled in the College course, with laboratory space at the University for the academic year and summer session; and

Whereas, the University has the biology laboratory facilities that meet the College's requirements and the College does not have such laboratory space available at its institution; and

Whereas, the College has the academic personnel to instruct the College's students and supervise the use of the University's facility for the entire duration of the College course; and

Now, therefore, in consideration of the mutual promises contained herein, it is agreed as follows:

1. Responsibilities of the Parties

A. The College shall:

1. assume responsibility for the planning, implementation, instruction and supervision of the College course for its College students at the University laboratory.
2. provide both the faculty and laboratory technician for the instruction and supervision of laboratory materials for the College course given at the University campus at all times when the College course is in session on the University campus and at no cost to the University.
3. pay for any and all equipment and supplies necessary for the instruction of the College course at the University campus thereby ensuring no cost to the University.

4. purchase and maintain liability and general/comprehensive insurance to include coverage for any acts of negligence, of its students and/or employees, including those employees who may also be part-time or full-time employees of the University, with respect to any liability arising out of their participation in the College course while on campus, including any property damage to the University facilities associated with use of the lab and its equipment. The College, upon execution of this Agreement and at any time upon request by the College, shall furnish the University with evidence that it is in compliance with the above requirements for insurance coverage for its students and employees participating in the College course at the University campus.
5. designate one or more College coordinators who shall confer at regular intervals with the University liaison who is designated by the University and who, in most cases, shall be the Chair of the University's Biology Department in regard to access, use and scheduling of the facility.

B. The University shall:

1. designate an administrator or faculty member who shall serve as the coordinator for use of the facilities during the academic year and the summer sessions with the College's designated liaison(s).
2. provide appropriate laboratory space on its campus to the College so that the College can offer its students the College course.
3. charge a room rental rate that is based on the use of approximately 1000 square feet of laboratory space located in the University science building for the duration of three sections of the College course during the Fall 2015 semester, three sections of the College course during the Spring 2016 semester, and two sections of the College course during the Summer I 2016 semester, based on the number of credits and instruction hours listed in the attached Appendix A.
4. invoice the College for any and all supplies and other consumables necessary for instruction of the College course(s) at an estimated amount of \$1,500 per section for each semester but invoiced for actual expenses incurred (receipts will be provided). Please submit invoice prior to each semester. See Appendix B.

C. Term of Agreement:

The term of the Agreement shall be for one year, effective as of the day and year first set forth above and shall only be renewed upon the written consent of both parties up to but not exceeding a combined total of two years. This Agreement may be terminated by either party by giving sixty (60) days prior written notice of its intention to terminate the Agreement to the other party in accordance with the Notice provisions set forth below in this Agreement.

D. Miscellaneous:

1. Neither this Agreement nor any obligation or right hereunder may be assigned to any third party without prior written consent of the other party. Any purported assignment without such consent shall be null and void.
2. All notices required or permitted under this Agreement shall be in writing and be deemed to have been properly given if delivered by personal delivery or by certified or registered mail, return receipt requested, to the parties at the addresses listed below or to such other addresses as the parties shall designate by written notice to the other party.

**To the University:**

Attn: Dr. Daniel J. Julius  
Provost & Senior Vice President  
New Jersey City University  
2039 Kennedy Boulevard  
Hepburn Hall 309  
Jersey City, New Jersey 07305

**To the College:**

Attn: Dr. Eric Friedman  
Vice President of Academic Affairs  
70 Sip Avenue, Fourth Floor, A 417  
Jersey City, New Jersey 07306

3. This Agreement shall be governed and construed in accordance with the laws of the State of New Jersey and any action shall be brought in the courts of the State of New Jersey.
4. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior agreements, written or oral. No modification of or amendment to this Agreement shall be effective or binding on either party unless in writing and signed by both parties. The section headings as to the contents of particular sections are

inserted only for convenience and not are intended to be a substantive part of the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives or officers, the day and year first written above.

**For the University:**

**For the College:**

\_\_\_\_\_  
Dr. Daniel Julius  
Provost & Senior Vice President

\_\_\_\_\_  
Dr. Eric Friedman  
Vice President of Academic Affairs

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX A**

**New Jersey City University  
2039 Kennedy Boulevard  
Jersey City, New Jersey 07305**

Invoice Date: September 1, 2015

Annual cost of renting approximately 1000 square feet of laboratory space in Science Room 210 at New Jersey City University for the Fall 2015 semester, Spring 2016, and Summer I 2016 Semester for use by Hudson County Community College for the college Course known as BIO 250.

### **Approximately 640 hours\* of instruction in the above space:**

- three sections of a 4-credit course in Fall 2015 for 240 hours;
- three sections of a 4-credit course in Spring 2016 for 240 hours; and
- two sections of a 4-credit course in Summer I 2016 for 160 hours.

\*note: lab rental not requested for Summer II, 2015

**Rental Fee: \$29,120**

### **Summary of Total Rental fee:**

**\$10,920** for the Fall 2015 semester for BIO 250;  
**\$10,920** for the Spring 2016 semester for BIO 250; and  
**\$7,280** for the Summer I 2016 semester for BIO 250.

Payment for the Fall 2015 semester is due upon receipt of invoice, or no later than September 1, 2015, in the amount of **\$10,920**.

Payment for the Spring and Summer I 2016 semesters is due no later than January 31, 2016, in the amount of **\$18,200**.

Please make check payable to: **New Jersey City University**, with notation in memo area: **"Biology lab rental"**

Please mail check to: Controller  
New Jersey City University—Hepburn Hall 102  
2039 Kennedy Boulevard  
Jersey City, New Jersey 07305



# INVOICE

Street Address

## APPENDIX B

2039 Kennedy Blvd  
Jersey City, New Jersey 07305  
Controller's Office, Hepburn Hall 102

DATE:  
INVOICE #

FOR: Per Microbiology  
Agreement, dated  
September 1, 2015

### Bill To:

Vice President for Academic Affairs  
Hudson County Community College  
70 Sip Avenue  
Jersey City, NJ 07306

DESCRIPTION	AMOUNT
<p>Reimbursement for cost of supplies/other consumables incurred for the instruction of Hudson County Community College microbiology classes, course _____, Section _____, for _____ semester, for a total amount of \$_____.</p> <p>Please make check payable to: New Jersey City University, with notation in memo that it is for "supplies and other consumables."</p> <p>Please mail check to: Controller New Jersey City University--Hepburn Hall 102 2039 Kennedy Boulevard Jersey City, NJ 07305</p>	
<b>TOTAL</b>	<b>\$ -</b>

Make all checks payable to **New Jersey City University**  
If you have any questions concerning this invoice,  
please contact the Controller's Office at 201-200-3041.

Payment due 30 days from invoice date.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

**X. NEW BUSINESS**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 15, 2015**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:45 P.M.

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** Joanne Kosakowski

**DATE:** September 15, 2015

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

6 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-15-15  
Date