

**HUDSON COUNTY COMMUNITY COLLEGE
North Hudson Higher Education
4800 Kennedy Boulevard
Union City, NJ
5:00 P.M.**

**Regular Meeting--Board of Trustees
October 9, 2012**

AGENDA

I. CALL TO ORDER - FLAG SALUTE **Mr. Netchert**

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

*Joseph Cundari, Trustee Emeritus
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Katia Stack, Secretary/Treasurer
Alfred Zampella*

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

VI. (a) APPROVAL OF ALL RESOLUTIONS DISTRIBUTED FOR THE SEPTEMBER 11, 2012 BOARD OF TRUSTEES MEETING WHICH WAS CANCELLED DUE TO A LACK OF QUORUM.

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
October 9, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus, ex-officio	<u>ABSENT</u>
Karen A. Fahrenholz	<u>PRESENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>ABSENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>PRESENT</u>
Katia Stack	<u>ABSENT</u>
Alfred Zampella	<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
October 9, 2012**

III. COMMENTS FROM THE PUBLIC

*Dr. Lloyd Kahn, Professor Life Sciences
Professor Cathie Siedman, Associate Professor, Criminal Justice
Michael Ferlise, Instructor, Humanities & Social Sciences
James Dobles, Student Government Association
Denise Phillips, Instructor, Coordinator ESL
Qamar Raza, Adjunct Professor, Health, Science and Technology
Joseph Colicchio, Associate Professor, English*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

John Sommer, Vice President for Finance and Dr. Richard Voorhees - update on the College's Mission Review Process.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS - none

The September 11, 2012 Board of Trustees meeting was cancelled due to a lack of quorum.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

*TITLE: Verizon Foundation Golf Outing/Gala Sponsorship
AGENCY: Verizon Foundation
PURPOSE OF GRANT: Sponsor the HCCC Foundation Gala and Golf Outing
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$12,000 in Funding Requested from Verizon for FY13*

*TITLE: PNC Foundation Transitional College/Express Remediation
AGENCY: PNC Foundation
PURPOSE OF GRANT: Sponsor Express Remediation courses for incoming/returning students
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$10,624 in Funding Requested from PNC for FY13*

*TITLE: Goldman Sachs Associates Package Sponsorship for HCCC Foundation
AGENCY: Goldman Sachs Foundation
PURPOSE OF GRANT: Associates Package Sponsorship
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$10,000 in Funding Requested from Goldman Sachs for FY13*

*TITLE: Wells Fargo/Robert Sydney Needham Scholarship
AGENCY: Wells Fargo Bank Foundation
PURPOSE OF GRANT: Scholarships
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$5,000 in Funding Requested from Wells Fargo Foundation for FY13*

*TITLE: Provident Bank Foundation Associates Package Sponsorship for HCCC Foundation
AGENCY: Provident Bank Foundation
PURPOSE OF GRANT: Associates Package Sponsorship
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$10,000 in Funding Received from Provident Bank Foundation for FY13*

TITLE: PSEG Foundation Associates Package Sponsorship for HCCC Foundation
AGENCY: PSEG Foundation
PURPOSE OF GRANT: Associates Package Sponsorship
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$10,000 Funding Requested from PSEG Foundation for FY13

TITLE: TD Bank Foundation Transitional College/Express Remediation
AGENCY: TD Bank Foundation
PURPOSE OF GRANT: Sponsor Express Remediation courses for incoming/returning students
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: \$13,641 in Funding Requested from PSEG Foundation for FY13

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: James Fife

DATE: October 9, 2012

Fahrenheit, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>ABSENT</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

10-9-12
Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012

VI.(a) APPROVAL OF ALL RESOLUTIONS DISTRIBUTED FOR THE SEPTEMBER 11, 2012 BOARD OF TRUSTEES MEETING WHICH WAS CANCELLED DUE TO A LACK OF QUORUM.

1. Approval of Resolutions distributed for the September 11, 2012 Board of Trustees Meeting

REPORT/BACKGROUND

The September 11, 2012 Board of Trustees Meeting was cancelled due to a lack of quorum.

These September 11, 2012 resolutions were approved by appropriate Board Committees. (See Attachment 1 at end of Agenda)

RECOMMENDATION:

The President and the Administration recommend that the Board of Trustees ratify and approve resolutions originally submitted for the September 11, 2012 Board of Trustees Meeting.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President, the Administration, the Personnel Committee and the Finance Committee to approve the attached resolutions which were distributed for the September 11, 2012 Board of Trustees Meeting.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: October 9, 2012

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>ABSENT</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

10-9-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Shuttle Services for FY 13 and FY 14

REPORT/BACKGROUND:

A bid request was advertised in the Jersey Journal and the Star Ledger on Tuesday, September 4th and Wednesday, September 5th, 2012. Nine (09) bid packages were requested and three (3) bids were received and opened on Thursday, September 20, 2012 the results are the following:

<u>Vendor</u>	<u>Location</u>	
Amity Bus Co	Jersey City, NJ	Trip One: \$ 39.00
		Trip Two: \$ 27.00
		Trip Three: \$ 42.00
		Trip Four: \$ 39.00
Citylink Express Service Corp.	Jersey City, NJ	Trip One: \$ 46.00
		Trip Two: \$ 26.00
		Trip Three: \$ 46.00
		Trip Four: \$ 54.00
Arthurs Limo & Transportation, East Orange, NJ		Trip One: \$ 210.00
		Trip Two: \$ 200.00
		Trip Three: \$ 210.00
		Trip Four: \$ 225.00

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Amity Bus Company of Jersey City, New Jersey, to provide the shuttle service for the academic year FY 12 and FY 13. The total estimated cost for two (2) years (FY 2013 & FY 2014) is \$175,000.00 based on cost of \$39.00 per round trip, to be funded from the operating budget. This contract is awarded pursuant to a fair and open process.

2. Purchase of Dell Storage Area Network

REPORT/BACKGROUND:

The Hudson County Community College Grants Department and the ITS Department have identified the need to purchase a Dell Storage Area Network, to best serve HCCC students through the acquisition of instructional equipment/supplies. The U.S.D.O.E. Title V Collaborative Grant will be used to fund this purchase.

The HCCC ITS Department has solicited a quote from Dell Marketing of Round Rock, TX, State contract number T70256 & T77003, at a total cost of \$52,824.52.

The Chief Information Officer recommends this purchase.

RECOMMENATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of Dell Storage Area Network of Round Rock, TX, at a cost not to exceed \$52,824.52. This contract is awarded from the State vendors list.

3. Exercise the Month-to-Month Option for the Ellucian (formerly known as Datatel) WCMS Managed Services for the Web Page FY '13

WHEREAS, the College has a need to exercise the option in the Ellucian (formerly known as Datatel) contract for the WCMS Managed Services support agreement 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 of this contract is month to month, not to exceed 8 months; and

WHEREAS, Ellucian (DATATEL), Fairfax Virginia, will provide Web Services support for the sum of \$10,000.00 per month, not to exceed \$80,000.00; and

WHEREAS, the Chief Information Officer recommends this purchase; and

WHEREAS, Ellucian (DATATEL), has completed and submitted Business Entity Disclosure Certifications which certifies that Ellucian (DATATEL) 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 Ellucian (DATATEL) from making any reportable contributions through the term of the contract; and

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

WHEREAS , Ellucian (DATATEL) has completed and submitted Business Entity Disclosure Certifications which certify that Ellucian (DATATEL) 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 Ellucian (DATATEL) from making any reportable contributions through the term of the contract; and

WHEREAS, the cost of these services will be funded from the operating budget; 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 and exercise the month to month option of the existing contract with Ellucian (DATATEL) of Fairfax, VA as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value form 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.

RECOMMENDATIONS:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the month to month contract with Ellucian (DATATEL) of Fairfax, VA, to provide campus software support to the College, at a cost not to exceed \$ 80,000.00 for FY13, to be funded from the operating budget. This purchase meets the play-to-play regulations and is awarded pursuant to a fair and open process.

4. Employee Health Care Waiver Policy

WHEREAS, the Hudson County Community College established a health care waiver policy in 2004 to permit employees who are eligible for other health care benefits to waive coverage and receive an incentive; and

WHEREAS, the College has reviewed the incentives that were established in 2004 for employees who waive their health care coverage, which are limited to a maximum of 25% of the savings, or \$5,000.00, whichever is less (P.L. 2010, Chapter 2).

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees that the incentive to be offered to employees who waive their health care coverage shall be as follows:

- (a) Employee - \$1,800.00
- (b) Employee and spouse - \$4,100.00
- (c) Employee and dependent - \$2,500.00
- (d) Family coverage - \$4,500.00.

BE IT FURTHER RESOLVED that the employee who waives their insurance coverage shall be entitled to immediately resume health care coverage if they lose their other health care coverage, upon notice to the College.

BE IT FURTHER RESOLVED that the incentive shall be paid annually to the eligible employees, subject to the appropriate taxes at the end of the 12 month period from the date of the plan beginning.

BE IT FURTHER RESOLVED that these incentives shall take effect as of January 1, 2013.

RECOMMENDATION:

The President, the Administration, the Finance Committee and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve the Employee Health Care Waiver Policy.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in **Items VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 4:** 1) Award of Shuttle Services for FY 13 and FY 14, 2) Purchase of Dell Storage Area Network, 3) Exercise the Month-to-Month Option for the Datatel (Ellucian) WCMS Managed Services for the Web Page FY 13, and 4) Employee Health Care Waiver Policy.

INTRODUCED BY:

Adrienne Sires

SECONDED BY:

James Fife

DATE:

October 9, 2012

Fahrenheit, Karen
Fife, James
Kenny, Roberta
Kosakowski, Joanne
Lee, Bakari
Peña, Jeanette
Sires, Adrienne
Stack, Katia
Zampella, Alfred
Netchert, William, Chair

AYE
AYE
AYE
AYE
ABSENT
AYE
AYE
ABSENT
AYE
AYE

8 Ayes..... 0 Nay

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

Signature of Recorder

Date

James Fife *10-9-12*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Linda Rodrigues	Associate Dean of Humanities and Social Sciences	12/31/2012

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ariel Lopez	Secretary, Non-Traditional Programs	10/10/2012	\$25,000 (pro-rated)

Note: This is a replacement for Zuany Chicas.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Shelia Soriano	Student Financial Assistant, Student Affairs	10/10/2012	\$25,000 (pro-rated)

Note: This is a replacement for Vilma Mory.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alexa Martinez	Executive Administrative Assistant, VP of Student Affairs/NHC	10/10/2012	\$38,000 (pro-rated)

Note: This is a replacement Patricia Sikorski.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Russell Taboso	Assistant CIO, Information Technology Services	10/10/2012	\$75,000 (pro-rated)

Note: This is a replacement Felipe Inoa.

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 ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Aminata Adewumi	Instructor, Math	8/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kathryn Buckley	Instructor, English (Academic Foundations)	8/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Victoria Llerena	Instructor, English	08/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Abderrahim Mazzouri	Instructor, Math	08/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
John Nutakor	Instructor, Physics/Math	08/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Robert Perry	Instructor, English (Academic Foundations)	08/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Denise Knapp Rossilli	Instructor, Human Services	08/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Katerina A. Schneidman	Instructor, ESL	08/15/2012 12/17/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Assignment above as Personnel Recommendation Item No. 3.

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: SEPTEMBER 12 – JUNE 30, 2013.

Last Name	First Name	Department	Title
Ramnarine	Kristina	ADJ Academic Support Services	Tutor
Cappelluti	Elizabeth	Advisement & Counseling	Advisor
Croswell	Yolanda	Disability Support Services	Notetaker/Reader
Elkholy	Mariam	Disability Support Services	Notetaker/Reader
Kinneer	Kristen	Disability Support Services	Notetaker/Reader
Lopez	Angela	Disability Support Services	Notetaker/Reader
McCusker	Siobhan	Disability Support Services	Sign Language Interpreter
Mouzakes	Yvonne	Disability Support Services	Notetaker/Reader
Rolon-Casey	Timothy	Disability Support Services	Notetaker/Reader
Smith	Jennifer	Disability Support Services	Sign Language Interpreter
Torlic	Denis	Disability Support Services	Notetaker/Reader
Edwards	Valisha	Educational Opportunity Fund	Graduate Tutor
Mealow	Khurram	IT	Lab Assistant
Patel	Mrugya	IT	Lab Assistant
Rodriguez	Maria	IT	Lab Assistant
Valderrama	Jesenia	IT	Lab Assistant
Lendorf	Manuel	Library/Learning Resources Center	Library Clerical Assistant
Kinberg	Moriah	Non Credit Programs	Non-Credit Instructor
Sadi	Maria	Non Credit Programs	Non-Credit Instructor

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

5. APPOINTMENT OF ADJUNCT FACULTY & OVERLOAD POOL FOR ACADEMIC YEAR 2012-2013

REPORTS/BACKGROUND

Adjuncts

LAST NAME	FIRST NAME	DEPARTMENT
ABRHAM	MICHAEL	Academic Foundations
AHMED	MARYSTELLA	Academic Foundations
AILES	EMERY	Academic Foundations
ALEXANDER	ROBERT	Academic Foundations

BELLEZA	ANA CELILIA	Academic Foundations
BENDER	ELLEN	Academic Foundations
BRADLEY	NAIMEH	Academic Foundations
BRODY	JACQUELINE	Academic Foundations
BRYANT	CHRISTINE	Academic Foundations
CAMPBELL	REBECCA	Academic Foundations
CAMPBELL	STEPHEN	Academic Foundations
CHEE A TOW	REGINOLD WIN	Academic Foundations
CHU	ANTHONY	Academic Foundations
COLEMAN	ERIC	Academic Foundations
COLEY	BETTINA	Academic Foundations
CORDERO	JOSEPH	Academic Foundations
CRADDOCK	IESHA TERRELL	Academic Foundations
DAVIS	APRIL	Academic Foundations
DEL ROSARIO	STELLA	Academic Foundations
Desembran	Rosanna	Academic Foundations
DUCHONWSKI	MONICA	Academic Foundations
FANNING	SHARON	Academic Foundations
FELDNOV	AMY M	Academic Foundations
GARCIA	EDWIN	Academic Foundations
GRIMALDI	ROSE	Academic Foundations
GRINBERG	MICHAEL	Academic Foundations
HYNES	NANCY E.	Academic Foundations
JONES	PAULA	Academic Foundations
LUNA	MARIA	Academic Foundations
MEJIA	LANCE	Academic Foundations
PANDYA	BHAGAVAT	Academic Foundations
PHILLIPS	RODNEY	Academic Foundations
REIMER	CYNTHIA A.	Academic Foundations
ROSKOP	THOMAS	Academic Foundations
SAAVERDRA	CRISTINA	Academic Foundations
SCHEUER	JUDITH	Academic Foundations
SHEFFIELD	EMMA JEAN	Academic Foundations
SINGLETON	JHON M.	Academic Foundations
Streeter	Edward	Academic Foundations
THOMPSON	SAMETTA	Academic Foundations
WINGARD	CLEOPATRA JUDIT	Academic Foundations
CHAIT	JEFFREY	Business & Industry
DALTON	ROSE ALICE	Business & Industry

GLINBIZZI	RAPHAEL J.	Business & Industry
KOLBINGER	RONALD	Business & Industry
MAC INNES	JAMES H.	Business & Industry
MAIGNAN	JESSE	Business & Industry
MALUCHNIK	DENNIS	Business & Industry
Mohammed	Nazam	Business & Industry
PIATKOWSKI	DENNIS J.	Business & Industry
SIMPSON	LEO	Business & Industry
STAMAS	LEONIDAS G.	Business & Industry
THOMAS	DANIELLE	Business & Industry
WENDOWLOWSKI	JENNA	Business & Industry
YALLEY	JOHN	Business & Industry
ZAPPY	MARK	Business & Industry
ALBANESE	RICHARD P.	Culinary Arts
BAMPER	ED	Culinary Arts
CLODE	ANTHONY W.	Culinary Arts
DA SILVA	SUSAN	Culinary Arts
ELLIOTT	DAVID	Culinary Arts
FOSTER	MAGDALENA	Culinary Arts
GONNERMAN	ROBERT	Culinary Arts
Hamer	Robert	Culinary Arts
KADKO	SAM NATHAN	Culinary Arts
KONIG	BARBARA SUE	Culinary Arts
KOVARCIK	STEPHEN	Culinary Arts
MARTINELLI	GINA	Culinary Arts
MARTTZ	KARL	Culinary Arts
MORUZZI	VICTOR JOSEPH	Culinary Arts
MUNZ	DIANNA	Culinary Arts
PASCALE	FRANK	Culinary Arts
PUKDEEDAMRONGRIT	ANUCHI	Culinary Arts
Ridel	Alain	Culinary Arts
RUBIN	ANDREW	Culinary Arts
SPIVACK	CHARLES	Culinary Arts
WEBB (Jefferon)	TONJA	Culinary Arts
Abuhouran	Manal	ESL/Bilingual & Development Ed
ARMANIOUS	SOLA I.	ESL/Bilingual & Development Ed
ASHMEADE	RENEE	ESL/Bilingual & Development Ed
ATIENZA	NORMITA G.	ESL/Bilingual & Development Ed

BOBEA	JENNY	ESL/Bilingual & Development Ed
BOOKMAN	KAREN	ESL/Bilingual & Development Ed
BORROERO	PATRIZIA	ESL/Bilingual & Development Ed
BURRIS	TROY ANDREW	ESL/Bilingual & Development Ed
CIL	MAYDA	ESL/Bilingual & Development Ed
Corcoran	Daryl	ESL/Bilingual & Development Ed
DEER	NOELLE	ESL/Bilingual & Development Ed
EADY	LYNN M.	ESL/Bilingual & Development Ed
ECHERRI	CARMEN VICTORIA	ESL/Bilingual & Development Ed
EREN	NURSEN	ESL/Bilingual & Development Ed
GIMPRICH	SUSANA	ESL/Bilingual & Development Ed
GORDON	MICHELE	ESL/Bilingual & Development Ed
HENRY	AYANNA	ESL/Bilingual & Development Ed
HOLUB	ALEXANDER JAY	ESL/Bilingual & Development Ed
ILINA	REZEDA	ESL/Bilingual & Development Ed
JACKSON	TANIKA	ESL/Bilingual & Development Ed
JANONG	LULU	ESL/Bilingual & Development Ed
JEAN	YONDELKA	ESL/Bilingual & Development Ed
KARNICKA	JOANNA	ESL/Bilingual & Development Ed
KRAENZLIN	TARA LOUISE	ESL/Bilingual & Development Ed
KUTUBUDDIN	NIPON	ESL/Bilingual & Development Ed
LAZO	THELMA	ESL/Bilingual & Development Ed
LAZO	THELMA	ESL/Bilingual & Development Ed
LOBO	CHRISTOPHER	ESL/Bilingual & Development Ed
MANSOUR	SARAH	ESL/Bilingual & Development Ed
MARTINEZ	MARIA	ESL/Bilingual & Development Ed
McCARTHY	MICHAEL	ESL/Bilingual & Development Ed

MENDOZA	HECTOR	ESL/Bilingual & Development Ed
MESA	RAUL	ESL/Bilingual & Development Ed
MONDEJAR NICASIO	MARIA	ESL/Bilingual & Development Ed
MUNTASSER	SAADA	ESL/Bilingual & Development Ed
NAGAYO	FELICITAS	ESL/Bilingual & Development Ed
NOURAVI	MANDY	ESL/Bilingual & Development Ed
O'CAMPO	NORBERTO	ESL/Bilingual & Development Ed
OLIVEROS	ROSARIO RAFOLS	ESL/Bilingual & Development Ed
PADRYADCHIKOVA	YADVIGA	ESL/Bilingual & Development Ed
PILIGIAN	KAREN	ESL/Bilingual & Development Ed
POLIAKAITE	ALINA	ESL/Bilingual & Development Ed
PONDER	SIBYL A.	ESL/Bilingual & Development Ed
PRADERA	RANDY	ESL/Bilingual & Development Ed
PREZIOSO	MICHELE	ESL/Bilingual & Development Ed
RAMIREZ	DOUGLAS J.	ESL/Bilingual & Development Ed
REPIC	GEORGE	ESL/Bilingual & Development Ed
RIVERA	CARMEN S.	ESL/Bilingual & Development Ed
ROSARIO (ROSA RIO)	JOSE LUIS (JO)	ESL/Bilingual & Development Ed
ROWE	AUDRENE	ESL/Bilingual & Development Ed
RUSKIN	JULIA	ESL/Bilingual & Development Ed
SKLAR	ROBYN	ESL/Bilingual & Development Ed
Somasundaram	Pamathi	ESL/Bilingual & Development Ed
STRAUSSBERG	MICELLE	ESL/Bilingual & Development Ed
TAHROUR (YAGOUBI)	SALIHA	ESL/Bilingual & Development Ed
TILLEY	THOMAS	ESL/Bilingual & Development Ed
VAN GENDT	JOHANNA	ESL/Bilingual & Development Ed
VILLARRUBIA (ARVANETES)	HARRIET	ESL/Bilingual & Development Ed

WANG	BING QING	ESL/Bilingual & Development Ed
WHALLEY	MARY	ESL/Bilingual & Development Ed
ZHYLINA	IRYNA	ESL/Bilingual & Development Ed
MATAMOROS	JONATHAN	Health, Science & Technology
ABADEER	KAMEL ESHAK	Health, Science & Technology
ABDULLAH	SIRHAN	Health, Science & Technology
AFTAB	MOHAMMED	Health, Science & Technology
ALJAMAL	FAISAL YOUSEF	Health, Science & Technology
ALLAM	NEHAL SALAH	Health, Science & Technology
BAIG	MIRZA MUKARRAM ALI	Health, Science & Technology
Bekhit	Maher	Health, Science & Technology
BEKRALAS	RACHID	Health, Science & Technology
BENDAOUD	MERIE M	Health, Science & Technology
BESRA	SATYARANJAN	Health, Science & Technology
Blair	Annette	Health, Science & Technology
BOTROS	MAGDY HALIM	Health, Science & Technology
BOUAYAD	RACHID	Health, Science & Technology
CAREW	EMILY ANN	Health, Science & Technology
CASANOVA	JOSE DOMINGO	Health, Science & Technology
CHATHA	ANJUM	Health, Science & Technology
DESTIN	LYONEL	Health, Science & Technology
DOKU	PHILIP ATTEH	Health, Science & Technology
EKWONYE	ANGELA	Health, Science & Technology
ELASSA	AOMAR	Health, Science & Technology
FARES	NOR E.	Health, Science & Technology
Gambino	Russell	Health, Science & Technology
GASKIN	REINALDO V.	Health, Science & Technology

GAYDOS	WILLIAM J.	Health, Science & Technology
Getugi	Jeremiah	Health, Science & Technology
HARLLEY	KOMLA	Health, Science & Technology
HARMON (Dorsey)	JOAN THERESA	Health, Science & Technology
HEDHLI	JAMILA	Health, Science & Technology
HOUSNY	ABDAL H.	Health, Science & Technology
HUSSEINI	GANIYU	Health, Science & Technology
IDDRISU	ALHASSAN	Health, Science & Technology
JONES	FLORINE	Health, Science & Technology
JULIEN	SHERLENE	Health, Science & Technology
KEITA WILLIAM	FANTA JAC	Health, Science & Technology
KHOUKHI	MOHAND DURAMTAN	Health, Science & Technology
LANE	VICTORIA A.	Health, Science & Technology
LASHKARI	AMIR H.	Health, Science & Technology
LIVESAY	LEWIS ALLEN	Health, Science & Technology
MAGHAMI	BEHZAD	Health, Science & Technology
MAHMOOD	AZHAR	Health, Science & Technology
MAKKAR	REDA	Health, Science & Technology
McCULLOCH	EDWARD	Health, Science & Technology
NYAKANGA	WALTER OMBASA	Health, Science & Technology
OZOKA	MARYAMN NKECHI	Health, Science & Technology
PARKER	TEROY	Health, Science & Technology
PROCEL	SANDRA	Health, Science & Technology
RAZA	QAMAR	Health, Science & Technology
Ricciardone	Gaetano	Health, Science & Technology
RODRIGUEZ	JUAN PONCIANO	Health, Science & Technology
Rodriguez	Rafael	Health, Science & Technology

ROWLAND	SHERRY	Health, Science & Technology
SAIDU	SHARAFDEEN O.	Health, Science & Technology
Salerno	Carmine	Health, Science & Technology
SAROUFIME ISRAEL	BARSOUM	Health, Science & Technology
SHARMA	MEENU	Health, Science & Technology
SIMON	PAUL	Health, Science & Technology
SOLUADE	OREDOLA ADEYEMO	Health, Science & Technology
TYUPKINA	OLGA	Health, Science & Technology
VALCARCEL	ALICIA	Health, Science & Technology
VAZQUEZ	ROSA MARIA	Health, Science & Technology
WALKER	CALVIN J.	Health, Science & Technology
Worrell	Marsha	Health, Science & Technology
ZEA	URIEL	Health, Science & Technology
ADINEGORO	ARWITA	Humanities & Social Sciences
AGUIRRE	LOURDES	Humanities & Social Sciences
AMBROSIO	LOUIS J.	Humanities & Social Sciences
ANDERSON	KEITH	Humanities & Social Sciences
ARISTONDO	LINDA	Humanities & Social Sciences
ASKARY	NARGES	Humanities & Social Sciences
BAKER	KELLY	Humanities & Social Sciences
BARRETT	LATISHA	Humanities & Social Sciences
BEKOE	ERIC OFORI	Humanities & Social Sciences
BELLAN-BOYER	LISA ANNE	Humanities & Social Sciences
BENGOCHEA	ALINA	Humanities & Social Sciences
BERMAN	DOUGLAS M.	Humanities & Social Sciences
BERWICK	CARLY	Humanities & Social Sciences
BORS	CHRISTOPHER	Humanities & Social Sciences
BRABANT	NATHAN	Humanities & Social Sciences
BROWNING	DANIEL L.	Humanities & Social Sciences
BRUZZANO	CAROLE	Humanities & Social Sciences
BYRNES	KIRSTEN M.	Humanities & Social Sciences
CAMPION	JOHN	Humanities & Social Sciences
CANNISTRA	RICHARD	Humanities & Social Sciences
CHARMELLO	MICHELE RENEE	Humanities & Social Sciences

CHOI	SOO RAN	Humanities & Social Sciences
CONNELLY	MARYANN	Humanities & Social Sciences
COSTANZO	BERNADETTE	Humanities & Social Sciences
COVIELLO	JAMES ANTHONY	Humanities & Social Sciences
CUELLER	SALVADOR	Humanities & Social Sciences
DAANE	MARY	Humanities & Social Sciences
DENHERDER	SUSAN MARIE	Humanities & Social Sciences
DEVICO	MARGARET	Humanities & Social Sciences
DUNN	JAMES	Humanities & Social Sciences
EGUSQUIZA	LEONOR	Humanities & Social Sciences
EINSENBERG	LARRY	Humanities & Social Sciences
ENNIS	JOHN	Humanities & Social Sciences
ESTRADA	MARIA ELENA	Humanities & Social Sciences
FLEISHER	FRED	Humanities & Social Sciences
GALLO	JOSEPH D.	Humanities & Social Sciences
Gardiner	Murv	Humanities & Social Sciences
GAVRILOVIC	BORS	Humanities & Social Sciences
GAZSI	SHIRLEY	Humanities & Social Sciences
GILLIAM	TANYA R.	Humanities & Social Sciences
GOLDSTEIN	SHOSHANA	Humanities & Social Sciences
GOMEZ	NERY	Humanities & Social Sciences
GORDON	MARK J.	Humanities & Social Sciences
GORDON	TODD	Humanities & Social Sciences
GOULDING	ROBERT	Humanities & Social Sciences
GRACIA	KAREENA B.	Humanities & Social Sciences
Graham-Wilson	Leslie	Humanities & Social Sciences
HALL	VERNON	Humanities & Social Sciences
HANNS	CHRISTIAN	Humanities & Social Sciences
HAWKINS	CYNTHIA A.	Humanities & Social Sciences
HUNGER	MATTHEW	Humanities & Social Sciences
Husain	Mohammed	Humanities & Social Sciences
JIMENEZ	JUAN	Humanities & Social Sciences
JORDAN	JOSH	Humanities & Social Sciences
KAMINSKI	JOSEPH S.	Humanities & Social Sciences
KANTER	DEBORAH JOAN	Humanities & Social Sciences
KERN	BLISS	Humanities & Social Sciences
KRESS	SALLY	Humanities & Social Sciences
LAMPRECHT	FRANZISKA	Humanities & Social Sciences
LANZA	JOSEPH	Humanities & Social Sciences

LEBLANC	NICOLE	Humanities & Social Sciences
LEE	ERIC CHARLES	Humanities & Social Sciences
LEE	MICHAEL A.	Humanities & Social Sciences
LEWIS	MARC	Humanities & Social Sciences
LORIO	BRIAN C.	Humanities & Social Sciences
MARTIN	HANNAH	Humanities & Social Sciences
MARTUCCI	JEANETTE	Humanities & Social Sciences
MATHVEN	SCOTT M.	Humanities & Social Sciences
MCFADDEN	SYREETA N.	Humanities & Social Sciences
MCKEON	RITA C.	Humanities & Social Sciences
MCMULLEN	DENNIS	Humanities & Social Sciences
MEHDI	ANISA	Humanities & Social Sciences
MICHELSON	DAVID	Humanities & Social Sciences
MIGNOLI	ERNEST GEORGE	Humanities & Social Sciences
MINAMI	JASON	Humanities & Social Sciences
MOONEY	JEFFREY M.	Humanities & Social Sciences
MORALES	DANIEL M.	Humanities & Social Sciences
MUKHERJEE	SHARMILA	Humanities & Social Sciences
MULVANEY	NANCY	Humanities & Social Sciences
NKEMAKOLAM	JOHN	Humanities & Social Sciences
NOLLEZ	KERWIN	Humanities & Social Sciences
NOWLIN	RYAN B.	Humanities & Social Sciences
OKAFOR	GABRIEL MADUKA	Humanities & Social Sciences
OKORO	AMAECHI	Humanities & Social Sciences
PANTOJA	KASANDRA	Humanities & Social Sciences
PAULEY	JARED	Humanities & Social Sciences
PEARSON	KRISTEN L.	Humanities & Social Sciences
PELAEZ	ARMANTINA	Humanities & Social Sciences
PERKINS	KEITH ANDREW	Humanities & Social Sciences
PLATT	JOSEPH	Humanities & Social Sciences
PLUNKETT	BRIAN	Humanities & Social Sciences
POMARES	CARLOS	Humanities & Social Sciences
RAPPLEYE	JON	Humanities & Social Sciences
RESSLER	EILEEN	Humanities & Social Sciences
REYES	GILDA MARGARITA	Humanities & Social Sciences
SAUNDERS	DANIEL JAY	Humanities & Social Sciences
SCHADE	CHRISTOPHER JOHN	Humanities & Social Sciences
SCHNEIDER	LAWERENCE	Humanities & Social Sciences
SEGRIFF	JOSEPH	Humanities & Social Sciences

SELIGSON	JESSE	Humanities & Social Sciences
SHAPIRO	LYNNE SUSAN	Humanities & Social Sciences
SILVERMAN	DIANA	Humanities & Social Sciences
SMALLMAN	JAMES	Humanities & Social Sciences
SMITH	DEBRA	Humanities & Social Sciences
Spiridakos	Georgia	Humanities & Social Sciences
STAMAS	MARIA	Humanities & Social Sciences
STANKOVIC	STEFANI	Humanities & Social Sciences
SUNANDA	VAIDYA	Humanities & Social Sciences
TARMU	ELDAD	Humanities & Social Sciences
TEKE	METIN	Humanities & Social Sciences
THOMAS	MICHELLE COLLINS	Humanities & Social Sciences
TOOMA	WILLIAM	Humanities & Social Sciences
VALENCIA	JENNIFER	Humanities & Social Sciences
VALLADARES	DELMIRA	Humanities & Social Sciences
WADHWANI	USHA VASHU	Humanities & Social Sciences
WALTERS	MICHAEL KEITH	Humanities & Social Sciences
WHITAKER	LORREN	Humanities & Social Sciences
WILSON	STEVEN A.	Humanities & Social Sciences
WOLFE	CHANELLE	Humanities & Social Sciences

REPORTS/BACKGROUND

Overloads

LAST NAME	FIRST NAME	DEPARTMENT
ADEWUMI	AMINATA EDITH	Academic Foundations
BANDYOPADHYAY	PAMELA	Academic Foundations
BLANCO	MELBA	Academic Foundations
CALANDRINO	CONSTANCE	Academic Foundations
CANIGLIA	JOSEPH	Academic Foundations
CHAPPILIQUN	MONIKA	Academic Foundations
D'AGOSTINO	SHARON	Academic Foundations
DELGADO	CLAUDIA	Academic Foundations
DEMATAS	MICHAEL	Academic Foundations
EGAN	SEAN	Academic Foundations
FERNANDEZ	LIDIA	Academic Foundations
HEBERT	ANGELA	Academic Foundations
KURAN	STEPHANIE	Academic Foundations
MAZZOURI	ABDERRAHIM	Academic Foundations
OGARA	LAUREN	Academic Foundations

OROCK	FERDINAND	Academic Foundations
PERRY	ROBERT	Academic Foundations
REIMER	MICHAEL	Academic Foundations
VILLAFANE (CASTRO)	JACQUELINE	Academic Foundations
FRANCO	DARLERY	Business
MAGLIULO	SABRINA	Business
MITTLEMAN	MARC	Business
NETTA	MICHAEL	Business
PRINCE	DAMIAN	Business
WINSLOW- TWERSKY	ELANA	Business
ABREU	GEHAN	Culinary Arts
GONZALEZ	DAVID	Culinary Arts
KARAKASHIAN	ARA	Culinary Arts
KHOUZAM	SAMI	Culinary Arts
MASTRELLA	ANTONIA	Culinary Arts
NUNEZ	JANINE	Culinary Arts
SCHONBERG	WENDY	Culinary Arts
BIEBRICH	ROBERT	ESL/Bilingual & Development Ed
CARUANA	SHANNONINE	ESL/Bilingual & Development Ed
DECENA WHITE	JANI	ESL/Bilingual & Development Ed
FIGUERAS	SALVADOR	ESL/Bilingual & Development Ed
KOZLENKO	EVGENIYA	ESL/Bilingual & Development Ed
KRISHAN	KEWAL	ESL/Bilingual & Development Ed
NEHREBECKI	ELENA	ESL/Bilingual & Development Ed
PERSAUD	CHANDRIDAT	ESL/Bilingual & Development Ed
SCHIRTA	MARIA	ESL/Bilingual & Development Ed
SCHNEIDMAN	KATERINA	ESL/Bilingual & Development Ed
TUZZO	ANGELA	ESL/Bilingual & Development Ed
BEL HAJ ABDALLAH	MOHAMMED	Health, Science & Technology
BENDAOUD	SALIM	Health, Science & Technology
EATON	JOSEPH	Health, Science & Technology
EL ACHKAR	ISSAM	Health, Science & Technology
JOASIL	VELINO	Health, Science & Technology
KHAN	LLOYD	Health, Science & Technology
LAI	THEODORE	Health, Science & Technology
MATARI	ABDALLAH	Health, Science & Technology
ROCHE	TIMOTHY	Health, Science & Technology
BENDER	JUDITH	Health, Science & Technology
ANDERSON	DOROTHY	Humanities & Social Sciences
BACH	ALISON	Humanities & Social Sciences

DECICCO	JOHN	Humanities & Social Sciences
DEFINA	ROBERTO	Humanities & Social Sciences
DREW	CHRISTOPHER	Humanities & Social Sciences
DUNOVANT	DENISE	Humanities & Social Sciences
FRIEDMAN	ERIC	Humanities & Social Sciences
JESMIN	SYEDA	Humanities & Social Sciences
KHAN	JAVEDD	Humanities & Social Sciences
LOWE	JOSE	Humanities & Social Sciences
MACPHERSON	LILIANE	Humanities & Social Sciences
MARSHOOD	NABIL	Humanities & Social Sciences
MCLAUGHLIN	CRAIG	Humanities & Social Sciences
MOORE	PATRICK	Humanities & Social Sciences
OSEMWOTA	DARYL	Humanities & Social Sciences
PUJOLS	YEURIS	Humanities & Social Sciences
RAFTER	JOAN	Humanities & Social Sciences
RICCADONNA	LAURIE	Humanities & Social Sciences
ROSSILLI	DENISE	Humanities & Social Sciences
RUBENSTEIN	HARVEY	Humanities & Social Sciences
SEIDMAN	CATHIE	Humanities & Social Sciences
SKINNER	RICHARD	Humanities & Social Sciences
SOY	ROSIE	Humanities & Social Sciences
SPINNATO	GABRIELLA	Humanities & Social Sciences
SWEETING	CATHERINE	Humanities & Social Sciences
TAYLOR	TONISHA	Humanities & Social Sciences
TEIPEN	JEREMIAH	Humanities & Social Sciences
TOWNSELY	MARYLYNN	Humanities & Social Sciences
VARASTEH	SHADNEH	Humanities & Social Sciences
WEXLER	SUSANNAH	Humanities & Social Sciences
WILLIS	JULIE	Humanities & Social Sciences

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve Appointment of Adjunct Faculty & Overload Pool for Academic Year 2012-2013 listed above as Personnel Recommendation Item No.

5.

6. Acceptance of Staffing Table Effective Fiscal Year 2013

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Acceptance of Staffing Table listed above as Personnel Recommendation Item No. 6. (See Attachment 2 at end of Agenda)

RESOLUTION:

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) Temporary Assignments, (4) Appointment of Additional New Part-Time Hires, (5) Appointment of Adjunct Faculty Pool & Overload for Academic Year 2012-2013, and (6) Acceptance of Staffing Table Effective FY 2013.

INTRODUCED BY: Adrienne Sires

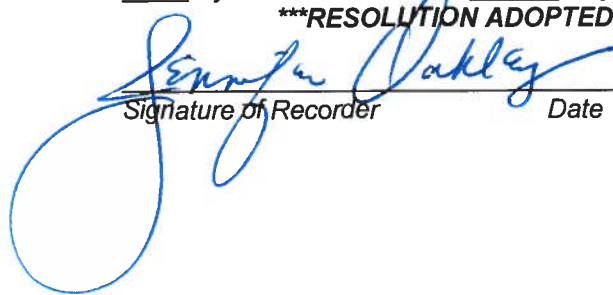
SECONDED BY: Jeanette Peña

DATE: October 9, 2012

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>ABSENT</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

 10-9-12
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012**

X. NEW BUSINESS

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 9, 2012

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:53 P.M.

INTRODUCED BY: Karen Fahrenholz

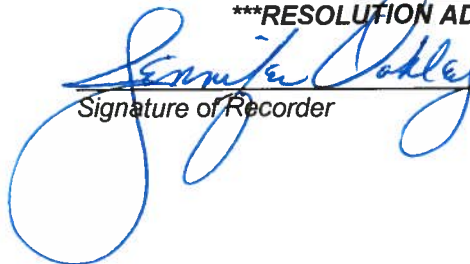
SECONDED BY: Alfred Zampella

DATE: October 9, 2012

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>ABSENT</u>
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

 10-9-12
Signature of Recorder Date

ATTACHMENT 1

ITEM VI.(a) Approval of Resolutions from September 11, 2012 Board Meeting Agenda which was cancelled due to a lack of quorum

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 11, 2012

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Katia Stack, Secretary/Treasurer
Alfred Zampella

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 11, 2012

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus, ex-officio	_____
Karen Fahrenholz	_____
James Fife	_____
Glen Gabert - President, ex officio	_____
Roberta Kenny	_____
Joanne Kosakowski	_____
Bakari Lee, Vice Chair	_____
William Netchert, Chair	_____
Jeanette Peña	_____
Adrienne Sires	_____
Katia Stack, Secretary/Treasurer	_____
Alfred Zampella	_____

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 11, 2012**

III. COMMENTS FROM THE PUBLIC

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012

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: _____

SECONDED BY: _____

DATE: September 11, 2012

Fahrenholz, Karen	_____
Fife, James	_____
Kenny, Roberta	_____
Kosakowski, Joanne	_____
Lee, Bakari	_____
Peña, Jeanette	_____
Sires, Adrienne	_____
Stack, Katia	_____
Zampella, Alfred	_____
Netchert, William, Chair	_____

_____ Ayes....._____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

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:

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:

SECONDED BY:

DATE:

September 11, 2012

Fahrenholz, Karen

Fife, James

Kenny, Roberta

Kosakowski, Joanne

Lee, Bakari

Peña, Jeanette

Sires, Adrienne

Stack, Katia

Zampella, Alfred

Netchert, William, Chair

_____ Ayes....._____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

X. NEW BUSINESS

INTRODUCED BY:

SECONDED BY:

DATE:

September 11, 2012

Fahrenholz, Karen

Fife, James

Kenny, Roberta

Kosakowski, Joanne

Lee, Bakari

Peña, Jeanette

Sires, Adrienne

Stack, Katia

Zampella, Alfred

Netchert, William, Chair

_____ Ayes..... _____ Nay

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012

XI. ADJOURNMENT

THAT, the meeting be adjourned at _____ P.M.

INTRODUCED BY:

SECONDED BY:

DATE:

September 11, 2012

Fahrenholz, Karen

Fife, James

Kenny, Roberta

Kosakowski, Joanne

Lee, Bakari

Peña, Jeanette

Sires, Adrienne

Stack, Katia

Zampella, Alfred

Netchert, William, Chair

_____ Ayes..... _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of August 14, 2012 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:
It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of August 14, 2012.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Bridging Cultures Bookshelf: Muslim Journeys

AGENCY: National Endowment for the Humanities/American Library Association

PURPOSE OF GRANT: Receive a reference bookshelf at the HCCC LRC designed to familiarize the American public with Islam and the cultural heritage of Islamic civilizations around the world.

COLLEGE ADMINISTRATOR: Ellen Renaud

COLLEGE CONTRIBUTION: \$0

DATES OF GRANT: 1/14/13 – 12/31/13

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

INTRODUCED BY: _____

SECONDED BY: _____

DATE: September 11, 2012

Fahrenheit, Karen
Fife, James
Kenny, Roberta
Kosakowski, Joanne
Lee, Bakari
Peña, Jeanette
Sires, Adrienne
Stack, Katia
Zampella, Alfred
Netchert, William, Chair

_____ Ayes..... _____ Nay

ATTACHMENT A
ITEM VI. Regular Monthly Reports

HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ

REGULAR MEETING --- BOARD OF TRUSTEES
August 14, 2012

MINUTES

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

II. ROLL CALL AND RECOGNITION OF VISITORS

PRESENT: Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Adrienne Sires, Katia Stack, and Alfred Zampella.

ABSENT: Joseph Cundari, Trustee Emeritus, (ex officio), James Fife, and Roberta Kenny

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

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

HCCC staff and visitors present were: Jennifer Christopher, John Deloper, Jennifer Dudley, Compton Hubbard, Lloyd Kahn, Dorothea Graham King, Pamela Littles-Norris, Sylvia Mendoza, Steven Mercado, Randi Miller, Patrick Moore, Jennifer Oakley, Ferdinand Orock, Paula Pando, Ismael Randazzo, Qamar Raza, Michael Reimer, Ellen Renaud, John Sommer, Russel Taboso, Chris Wahl, and Marcella Williams.

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) congratulated Dr. Gabert on his 20-year anniversary as President. Dr. Kahn also commented that he and the faculty hope for positive results concerning contract negotiations at mediation.

MOTION TO SUSPEND THE ORDER OF THE AGENDA

Introduced by: Katia Stack
Seconded by: Bakari Lee
8 Ayes.....0 Nays Resolution Adopted

IV. CLOSED SESSION

To discuss personnel and legal issues

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
8 Ayes.....0 Nays Resolution Adopted

MOTION TO RETURN TO OPEN SESSION – 7:10 P.M.

Introduced by: Katia Stack
Seconded by: Bakari Lee
8 Ayes.....0 Nays Resolution Adopted

The Board reconvened the meeting and approved a resolution under new business authorizing the College to begin litigation against Penguin Imaging.

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Paula Pando, Vice President for Student Affairs and her staff reported on significant changes in the financial aid program.

John Sommer, Vice President for Finance gave a brief overview on the mission review process.

Trustee Lee congratulated the College on winning two prestigious regional awards from the Association of Community College Trustees (ACCT). Jennifer Oakley will be presented with the ACCT Professional Board Staff Award at the Leadership Congress in Boston in October. The College will also receive the Charles Kennedy Equity Award recognizing not only the diversity at HCCC but at the College's success in making this diversity an institutional strength. Dr. Lloyd Kahn added his congratulations to the College's accolades.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular Meeting of June 12, 2012.
2. Gifts, Grants and Contract Reports - None

Introduced by: Karen Fahrenholz
Seconded by: Katia Stack
8 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 1. Renewal of College's Campus-Wide Ellucian (Datatel) Annual Software Maintenance Agreement for FY 13;
- 2. Award of a Movie Theatre Tickets Vendor for the College FY 13;
- 3. Renewal of On-Call Professional Services for Human Resources FY 13;
- 4. Award of Benefits Consultant Services for Human Resources FY 13;
- 5. Award of Employee Background Search Firm for Human Resources Department FY 13;
- 6. Award of Vendor for Implementing 125 Plan for Human Resources Department FY 13;
- 7. Purchase of Passenger Van for the Security Department;
- 8. Resolution Authorizing the Award of a Celebrity Speaker Vendor for Student Activities Department;
- 9. Purchase of Instructional Technology;
- 10. Purchase of Instructional Technology;
- 11. Resolution Authorizing Rental Room Location Agreements Between HCCC, Compass Group USA D/B/A Flik International Corp. and O Positive, LLC;
- 12. Purchase & Installation of Two Multi-Zone Rooftop Cooling Units;
- 13. HVAC Mechanical & Controls Service Vendor;
- 14. Renewal of Parking Slots for North Hudson Education Center for FY 2013;
- 15. Amendment of Resolution for the Total Cost of Media Services for Billboard Advertisement for FY 12 – 13.

Introduced by: Katia Stack
Seconded by: Karen Fahrenholz
8 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Patricia Sikorski	Executive Administrative Assistant, VP for NHC/Student Affairs	12/31/2012

2. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Felipe Inoa	Assistant Chief Information Officer	07/28/2012

3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Carol Van Houten	Executive Director of Library/Learning Resources Center	08/15/2012	\$75,000 (pro-rated)
Nicole Behman	Coordinator, Non-Credit Programs	08/15/2012	\$38,000 (pro-rated)
Allen Foster	Instructor, Business	08/15/2012	\$36,000 (pro-rated)
Alison Bach	Instructor, English	08/15/2012	\$36,000 (pro-rated)
<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Craig McLaughlin	Instructor, Psychology	08/15/2012	\$36,000 (pro-rated)
Marc Mittleman	Instructor, Accounting	08/15/2012	\$36,000 (pro-rated)

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: AUGUST 15 – JUNE 30, 2013.

Last Name	First Name	Department	Title
Abernathy	Tailandia	ADJ Academic Support Services	Tutor
Agbaosi	Christie	ADJ Academic Support Services	Tutor
Amkouk	Fatima	ADJ Academic Support Services	Tutor
Asjad	Saubia	ADJ Academic Support Services	Tutor
Collado	Casey	ADJ Academic Support Services	Tutor
Daud	Saba	ADJ Academic Support Services	Tutor
Dejerroud	Dalila	ADJ Academic Support Services	Tutor
Diaz	Sherylene	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Gergs	Raflaa	ADJ Academic Support Services	Tutor
Ghobrial	Joseph	ADJ Academic Support Services	Tutor
Gonzalez	Daniel	ADJ Academic Support Services	Tutor
Guillen	Edgardo	ADJ Academic Support Services	Tutor
Harinauth	Catherine	ADJ Academic Support Services	Tutor
Liebl	Chris	ADJ Academic Support Services	Tutor
Lim	Ky	ADJ Academic Support Services	Tutor
Mendez-Booth	Nancy	ADJ Academic Support Services	Tutor

Montero	Herta	ADJ Academic Support Services	Tutor
Moreno	Raul	ADJ Academic Support Services	Tutor
Ouraga	Samira	ADJ Academic Support Services	Tutor
Padinjaraveetil	Thresiamma	ADJ Academic Support Services	Tutor
Patel	Mruna	ADJ Academic Support Services	Tutor
Patel	Kinjal	ADJ Academic Support Services	Tutor
Porter	Elliott	ADJ Academic Support Services	Tutor
Quinones	Paola	ADJ Academic Support Services	Tutor
Urgiles	Diana	ADJ Academic Support Services	Tutor
Usman	Yuli	ADJ Academic Support Services	Tutor
Valanzola	Sandra	ADJ Academic Support Services	Tutor
Mendez	Ciara	Advisement & Counseling	PT Advisor
Larios	Francis	Communications	Student Assistant
Fernekees-Boylan	Jeanne	Disability Support Services	Sign Language Interpreter
Imsho	Marybeth	Disability Support Services	Sign Language Interpreter
Safford	Nicole	Disability Support Services	Sign Language Interpreter
Persaud	Angelina	Enrollment Services	Student Ambassador
Giraldo	Orlando	Humanities & Social Sciences	Office Assistant
Bosch	Ilgner	IT	Lab Assistant
Marauillas	Joaquin	IT	Lab Assistant
Parikh	Yash	IT	Lab Assistant

Introduced by:

Katia Stack

Seconded by:

Bakari Lee

8 Ayes.....0 Nays

Resolution Adopted

5.
Appointment of Adjunct Faculty Pool for the 2012-2013 Academic Year

Introduced by:

Katia Stack

Seconded by:

Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

IX.
ACADEMIC AND STUDENT AFFAIRS

1.

Rental of New Jersey City University’s Laboratory for HCCC Microbiology Classes,
2.

A new statewide articulation agreement with Starting Points, Inc. through NJ Place (New Jersey Pathways Leading Apprentices to a College Education).

Introduced by:

Adrienne Sires

Seconded by:

Katia Stack

8 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

1. Litigation Against Penguin Imaging.

Introduced by: Katia Stack
Seconded by: Bakari Lee
8 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 7:10 P.M.

Introduced by: Katia Stack
Seconded by: Bakari Lee
8 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 1. Renewal of Parking Agreement with Municipal Parking with the town of West New York for FY 2013**

REPORTS/BACKGROUND:

The College has a need to renew the agreement between Hudson County Community College and the town of West New York, New Jersey Municipal Parking Lot. The agreement is for thirty five (35) parking decals per month and any additional spaces that may be needed for special events being held at the North Hudson Education Center.

The College proposes the renewal of this agreement at a cost not to exceed \$30,000.00.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the renewal of the agreement with the West New York Municipal Parking Lot and Hudson County Community College's North Hudson Education Center for a total sum not to exceed \$30,000.00, to be funded from the operating budget.

- 2. Award of Office Supplies Vendor for Three (3) Years FY 13 - FY 15**

REPORT/BACKGROUND:

There is a need for the College to bid the purchase of office supplies for a three (3) year period. Requests for bids were advertised in the Star Ledger and Hudson Reporter on Sunday, July 8, Tuesday, July 10, and Wednesday, July 11, 2012. Bids were received and opened on Wednesday, July 25, 2012. The results were the following:

DISCOUNT PERCENTAGE OFF LIST PRICE

<u>VENDOR</u>	<u>LOCATION</u>	<u>GENERAL SUPPLIES</u>	<u>FURNITURE SUPPLIES</u>	<u>COMPUTER SUPPLIES</u>	<u>ELECTRONIC SUPPLIES</u>
Staples	Morristown, NJ	63.5%	41%	39%	39%
Office Depot	Columbia, MD	63%	45%	40%	41%
WB Mason	Brockton, MA	62.7%	44.3%	40.3%	40.3%
LD Products	Long Beach, CA	15%	0%	0%	0%
Office Max N.A.	Naperville, IL	Withdrew Bid			

The lowest responsible bidder is Staples Advantage of Morristown, New Jersey, that offers the highest overall discounts off purchases.

The Vice President of Finance/Chief Financial Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Staples of Morristown, New Jersey, for a three (3) year period to provide the College with office related supplies and equipment, to be funded from the operating budget. This contract is awarded pursuant to a fair and open process.

3. Award of Temporary Employment Services FY 13 & FY 14

REPORT/BACKGROUND:

During the year, there are times when the College may need to make use of temporary employment services for clerical, data entry and secretarial functions.

A request for proposals was advertised on the internet on Thursday, August 16, 2012 and two proposals were opened on Wednesday 29, 2012:

	<u>Bryant Staffing</u> Secaucus, NJ	<u>Apple One</u> Rochelle Park, NJ
<u>Position</u>	<u>Cost Per Hour</u>	<u>Cost Per Hour</u>
Executive Secretary	\$19.90	\$21.93
Secretary	\$17.60	\$18.06
Clerk Typist	\$15.90	\$14.19
Office Assistant	\$14.40	\$18.06

The Executive Director of Human Resources recommends these services.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the use of temporary services at the above stated rates from Bryant Staffing of Secaucus, N.J. for two (2) fiscal years starting 2013 and 2014. This contract is awarded pursuant to a fair and open process as set forth in the pay-to-play law N.J.S.A. 19:44A-20.4.

4. Resolution Authorizing the Award of a Linen Supply Vendor for Culinary Arts Program

WHEREAS, the College has a need for various linen products for the Culinary Arts department during the year; 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 2013; and

WHEREAS, Allen Linen Supply of Paterson, New Jersey is the proposed vendor to provide these services, at a total cost not to exceed \$25,000.00; and

WHEREAS Allen Linen has completed and submitted Business Entity Disclosure Certifications which certifies that Allen Linen Supply 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 Allen Linen Supply from making any reportable contributions through the term of the contracts; and

WHEREAS, the cost of the 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 Allen Linen Supply as a pay-to-play certified vendor as described herein at a cost not to exceed \$25,000.00; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form 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 a Specialty Foods Vendor for Culinary Arts Program

WHEREAS, the Culinary Arts Department has a need for various specialty foods during the year; 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 2013; and

WHEREAS, Baldor Specialty Foods, Inc. of Bronx, New York, is the proposed vendor to provide these services, at a total cost not to exceed \$65,000.00; and

WHEREAS Baldor Specialty Foods, Inc. has completed and submitted Business Entity Disclosure Certifications which certifies that Baldor Specialty Foods, 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 Baldor Specialty Foods, Inc. from making any reportable contributions through the term of the contracts; and

WHEREAS, the cost of the 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 Baldor Specialty Foods, Inc. as a pay-to-play certified vendor as described herein at a cost not to exceed \$65,000.00; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form 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 a Seafood Vendor for Culinary Arts Program

WHEREAS, the College has a need for various seafood products for the Culinary Arts department during the year; 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 2013; and

WHEREAS, Blue Ribbon Fish Co. Inc. of Bronx, New York is the proposed vendor to provide these services, at a total cost not to exceed \$60,000.00; and

WHEREAS, Blue Ribbon Fish Co. Inc. completed and submitted Business Entity Disclosure Certifications which certifies that Blue Ribbon Fish Co. 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 Blue Ribbon Fish Co. Inc. from making any reportable contributions through the term of the contracts; and

WHEREAS, the cost of the 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 Blue Ribbon Fish Co. Inc. as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form 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.

7. Resolution Authorizing the Award of a Dairy Food Vendor for Culinary Arts Program

WHEREAS, the College has a need for various dairy products for the Culinary Arts department during the year; 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 2013; and

WHEREAS, Dairyland USA Corporation of Bronx, New York is the proposed vendor to provide these products at a cost not to exceed \$55,000.00; and

WHEREAS, Dairyland USA Corporation completed and submitted Business Entity Disclosure Certifications which certifies that Dairyland USA Corporation 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 Dairyland USA Corporation from making any reportable contributions through the term of the contracts; and

WHEREAS, the cost of the 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 Dairyland USA Corporation as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form 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. Award of a Food Vendor for the Culinary Arts Program

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

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 2013; and

WHEREAS, Green Tree Packing Co, of Passaic, New Jersey is the proposed vendor to provide these meat products, at a total cost not to exceed \$65,000.00; and

WHEREAS, Green Tree Packing Co. has completed and submitted Business Entity Disclosure Certifications which certifies that Green Tree Packing Co. 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 Green Tree Packing Co. from making any reportable contributions through the term of the contract; 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 Green Tree Packing Co of Passaic, New Jersey as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form 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. Resolution Authorizing the Award of a Food Cleaning Supplies & Small Implements Vendor for Culinary Arts Program

WHEREAS, the College has a need for various food cleaning supplies and small implements products for the Culinary Arts department during the year; 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 2013; and

WHEREAS, Sysco Food Service of Jersey City is the proposed vendor to provide these supplies at a cost not to exceed \$65,000.00; and

WHEREAS, Sysco Food Service of Jersey City, New Jersey completed and submitted Business Entity Disclosure Certifications which certifies that Sysco Food Service 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 Sysco Food service from making any reportable contributions through the term of the contracts; and

WHEREAS, the cost of the 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 Sysco Food Service as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form 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.

10. Purchase of Network Switches for 870 Bergen Avenue

REPORT/BACKGROUND:

The Hudson County Community College Grants and ITS Departments have identified a need for the upgrade of the switches at 870 Bergen Avenue. To best serve HCCC students through the acquisition of instructional and support technology, the HCCC Grants Office is proposing to purchase the technology necessary to upgrade the switch system at 870 Bergen Avenue, HCCC Building F. The U.S. Department of Education Title V Grant will be used to fund this project.

The HCCC ITS Department has solicited two competitive quotes from Office Business Systems and Metcom Inc., with Office Business Systems bidding lower for a grand total of \$98,000.

The Chief Information Officer recommends this purchase.

RECOMMENDATION :

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of new switches for 870 Bergen Avenue from Office Business Systems of Lincoln Park, New Jersey, at a cost not to exceed \$98,000. This contract is awarded from the NJ State Contract Cisco WSCA M7000.

11. Purchase of Supplies for the Culinary Arts Institute

REPORT/BACKGROUND:

The Hudson County Community College Grants Department and Culinary Arts Institute have identified the need to purchase various kitchen supplies for the CAI at 161 Newkirk Street, to best serve HCCC students through the acquisition of instructional equipment/supplies. The Perkins Grant for fiscal 2013 will be used to fund this purchase.

The HCCC Grants Department has solicited (2) quotes from M-Tucker a division of Singer NY of Paterson, New Jersey for \$66,273.79, and Restaurant Source of Denver, Colorado for \$71,832.00

The Vice President of Development/Grants Department recommends this purchase.

RECOMMENDATION :

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of kitchen equipment for the Culinary Arts Institute, from M-Tucker, of Paterson, New Jersey, at a cost not to exceed \$66,273.79.

12. Dinner Sponsor for Annual College Foundation Dinner 2012

REPORT/BACKGROUND:

The annual Holiday Foundation Extravaganza Dinner will be held on December 6, 2012, at the Culinary Conference Center. The Foundation Board of Directors has asked for sponsors for this event.

Last year's annual extravaganza was a huge success. The dinner was held at the Culinary Conference Center and the sales for the Dinner, Ad Journal and Raffle were \$195,825.00 with the Foundation net revenue being \$169,200.00.

The Administration recommends that the College be a Dinner Sponsor at the cost of \$20,000.00, to be funded from the operating budget (which includes a table of 8, a scholarship donation of \$3,200.00 and a full page journal ad in the family recipe journal).

RECOMMENDATIONS:

The President, the Administration and the Finance Committee recommend that the College becomes a Dinner Sponsor at \$20,000.00 for the Annual Holiday Foundation Extravaganza Dinner for the calendar year 2012.

13. Resolution Authorizing Rental Room Location Agreements Between Hudson County Community College, Compass Group Usa D/B/A/ Flik International Corp. ("Flik") And Triage Entertainment Inc.

WHEREAS, FLIK has negotiated an Agreement with Interrogate INC. ("Producer"), allowing Producer to use the Hudson County Community College Culinary Conference Center and related HCCC facilities for the purposes of photographing, recording, and filming events on the premises in connection with promotion of the television project currently titled "Applebee's Film Commercial".

WHEREAS, it is necessary for Hudson County Community College to become a party to these Agreements to ensure that its interests are sufficiently acknowledged and protected.

NOW, THEREFORE, BE IT RESOLVED that the Rental Room Location Agreements between Hudson County Community College, Compass Group USA d/b/a/ FLIK International Corp., and Interrogate INC. ("Producer"), are hereby approved, ratified and authorized.

BE IT FURTHER RESOLVED that the signature of Dr. Glen Gabert for the Hudson County Community College to the Agreement is hereby ratified and confirmed.

14. Reports of the Facilities Committee for Construction Oversight

REPORTS/BACKGROUND:

On March 12, 2002, the Board of Trustees established a Facilities Ad-Hoc Committee to oversee plans and costs for campus development. The Board designated the Chair of the Facilities Committee to serve as Ad-Hoc Committee Chair. Other members of the committee were to include the College President, the Vice President for Administration and Finance, the HCCC Director of Facilities, the Construction Manager (outsourced), and College Counsel for real estate and construction issues. This committee was empowered to "review and approve all project plans and costs including design, renovation or construction.

The Committee here presents to the Board the approved minutes of the March 8, 2012 and the June 21, 2012 meetings. (Attachments A and B). It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the March 8, 2012 and the June 21, 2012 meetings as submitted for inclusion into the records of the Board of Trustees.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 14:** 1) Faculty & Staff Parking at West New York Municipal Lot; 2) Award of Office Supplies Vendor for Three (3) Years FY 13 – 15; 3) Award of Temporary Employment Services FY 13 & FY 14; 4) Resolution Authorizing the Award of a Linen Supply Vendor for Culinary Arts Program; 5) Authorizing the Award of a Specialty Foods Vendor for Culinary Arts Program; 6) Resolution Authorizing the Award of a Seafood Vendor for Culinary Arts Program; 7) Resolution Authorizing the Award of a Dairy Food Vendor for Culinary Arts Program; 8) Award of a Food Vendor for the Culinary Arts Program; 9) Resolution Authorizing the Award of a Food Cleaning Supplies & Small Implements Vendor for Culinary Arts Program; 10) Purchase of Network Switches for 870 Bergen Avenue; 11) Purchase of Supplies for the Culinary Arts Institute; 12) Dinner Sponsor for Annual College Foundation Dinner 2012; 13) Resolution Authorizing Rental Room Location Agreements Between HCCC, Compass Group USA D/B/A FLIK International Corp. (FLIK & Triage Entertainment Inc.), and 14) Reports of the Facilities Committee for Construction Oversight.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: September 11, 2012

Fahrenholz, Karen	_____
Fife, James	_____
Kenny, Roberta	_____
Kosakowski, Joanne	_____
Lee, Bakari	_____
Peña, Jeanette	_____
Sires, Adrienne	_____
Stack, Katia	_____
Zampella, Alfred	_____
Netchert, William, Chair	_____

_____ Ayes..... _____ Nay

ATTACHMENT A

**ITEM VII. Fiscal, Administrative, Lease
and Capital Recommendations - #14**

OFFICE OF COLLEGE OPERATIONS
Frank Mercado, Vice President



Facilities Ad Hoc Committee

March 8, 2012

9:30 a.m.

Minutes

Present:

Jennifer Bogdanski, Real Estate Attorney
Ted Domuracki, President, MAST Construction
James Fife, HCCC Trustee
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
Hugh McGuire, McGuire and Associates
Frank Mercado, Vice President for College Operations
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
Adrienne Sires, HCCC Trustee, Co-Chair
John Sommer, Vice President for Finance
Alfred Zampella, HCCC Trustee

Absent: Adrienne Sires, HCCC Trustee, Co-Chair
Joseph Torturelli, Director, Facilities

Marcella Williams, Recording Secretary

1. APPROVAL OF THE PRIOR MINUTES – February 9, 2012

Motion to accept Minutes of February 9, 2012.

Introduced by: Alfred Zampella

Seconded by: James Fife

*****Motion Passed*****

2. NORTH HUDSON PROJECT (UNION CITY)

a. Exterior Signage

Troy Marzziotti reported that the exterior signage was completed and installed.

(continued...)

- b. 1) Bursar's Office Redesign 2) Main Entrance Door Modification
(Switching from Doors to Sliders)

Troy Marzziotti reminded the Committee that a motion was passed at the February 9th meeting giving authorization to prepare a resolution on an emergency basis for the renovation of the Bursar's Office and other projects at North Hudson.

Troy Marzziotti reported that Sea Coast is not available to do the projects. He received proposals from Molba Construction do the Bursar's Office at a cost of \$25,900 and from Tristate's to do the Door Modification at \$39,000. Ted Domuracki said that Joe Sansone received notification that there is \$96,000 grant available to the College. He followed up with lobbyist Mike Merola and also contacted the Project Manager from HUD. The College should be allowed to use the funds for the two projects.

Motion to prepare a resolution for awarding contracts for the following projects at North Hudson: Molba Construction o Renovate the Bursar's Office in the amount of \$25,900 and Tri-State for the Main Entrance Door Modification in the amount of \$39,000. The two projects will be funded by a grant.

**Introduced by: James Fife
Seconded by: Alfred Zampella
Motion Passed**

- c. Lobby Lighting (Frank Mercado)

Frank Mercado reported that an architect is looking at redesigning the Lobby Lighting.

- d. Projected CDC Monthly Expenses (Frank Mercado)

Frank Mercado reported that he met with CDC and they have agreed to pay their portion of projected monthly expenses.

(continued...)

3. JOURNAL SQUARE PROJECTS UPDATES (changes and developments since last Facilities Committee meeting)

- a. 25 Pathside (Emergency Repairs – Timeline and Bonding) (*Frank Mercado and John Sommer*)

Frank Mercado said the HVAC should be up and running in April.

- b. 65-79 Sip (Library)

Phase I:

Ted Domuracki reported that the excavation is 1/3 complete. There is an issue concerning quality of materials for disposal: what the dirt is classified as – residential or commercial. He made a recommendation to hire a License Site Remedial Professional (LSRP) at a cost not to exceed \$30,000. The importance of hiring a LSRP is to protect the College from potential claims filed by Dobco, the on-site contractor.

**Motion to hire a License Site Remedial Professional
for soil removal and testing at the new Library site
at a cost not to exceed \$30,000**

**Introduced by: James Fife
Seconded by: William Netchert
Motion Passed**

Phase II:

Frank Mercado distributed a resolution to reject all eleven bids for Phase Two, Construction of the new Library Academic Building, because the project costs exceeds the funds available to the College. Jennifer Bogdanski will follow-up on whether the resolution has to be approved by the full Board of Trustees.

**Motion to accept resolution rejecting all eleven bids for
the construction of the Library/Academic Building at
65-79 Sip Avenue.**

**Introduced by: James Fife
Seconded by: William Netchert
Motion Passed**

(continued)

c. 83-87 Sip (mezzanine level renovation)

Troy Marzziotti gave an update on the status of the renovation of the mezzanine level. At the last meeting he reported that the ceiling joists were bowed due to the existing load from the floor above. The Structural Engineer directed the contractor, Molba Construction to install temporary shoring to carry the load from the floor above to the basement. The Structural Engineer has since verified that work was done and in compliance.

In order to fix the ceiling, the demolition of the two bathrooms upstairs, the janitor's closet and the hallway would be needed. The renovation will take place over the spring break.

d. 870 Bergen Avenue (*Glen Gabert, Frank Mercado and Ted Domuracki*)

Frank Mercado said he received the final three options from Dicara and Rubino for converting the Cundari Building into science labs. The approximate cost for this project is \$30M. Currently there are no funds available to finance this project.

e. Development of Capital Project Monitoring Report (Frank Mercado)

Frank Mercado noted that, at the next meeting, he will provide an update on the Development of the Capital Project Monitoring Report.

f. 107 Newkirk Street – Parking Lot (John Sommer)

John Sommer informed the Committee that he has not heard anything back from the Provident Bank.

4. LEASES FOR 26 JOURNAL SQUARE

Hugh McGuire reported that negotiations should be completed in the near future.

5. FACILITIES RENOVATION NEW CONSTRUCTION (*Updated March 2012 – Frank Mercado*)

The wish list for Facilities Renovation New Construction was distributed to the Committee.

6. SCHOOLS OF TECHNOLOGY – GYMNASIUM PROJECT

Dr. Gabert reported that he and Frank Mercado attended a meeting scheduled by the County to discuss a joint-gymnasium project. The College has formed a Committee. A follow-up meeting is scheduled for March 27th.

(continued)

7. CAPITAL BUDGET FY 2013

The Committee approved Frank Mercado's recommendation to request Chapter 12 funds for FY 2013 in the amount of \$1,500,000.00 to finance the renovation, construction and furnishings of additional floor space in the new Library, Academic Building at 65-79 Sip Avenue, and request for additional funding, as may be required to meet the total cost of the project.

The Committee also approved Frank Mercado's recommendation to request additional funding from the Hudson County Board of School Estimate in the amount of \$8,000,000.00 to finance the renovation, construction and furnishings of additional floor space in the new Library, Academic Building at 65-79 Sip Avenue as well as \$770,100.00 for preventive maintenance items campus wide. The request for additional funding totals \$8,770,100.00.

8. PROPOSED SCHEDULE OF MEETINGS

The Committee agreed to meet Wednesday, May 2nd at 9:30 a.m. in Dr. Gabert's Office.

9. ADJOURNMENT

The meeting was adjourned at 10:50 a.m.

ATTACHMENT B

**ITEM VII. Fiscal, Administrative, Lease
and Capital Recommendations - #14**

OFFICE OF COLLEGE OPERATIONS
Frank Mercado, Vice President



***Facilities Ad Hoc Committee
June 21, 2012
9:30 a.m.***

Minutes

Present:

Jennifer Bogdanski, Real Estate Attorney
Ted Domuracki, President, MAST Construction
James Fife, HCCC Trustee
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
Hugh McGuire, McGuire and Associates
Frank Mercado, Vice President for College Operations
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
Adrienne Sires, HCCC Trustee, Co-Chair
John Sommer, Vice President for Finance
Joseph Torturelli, Director, Facilities
Alfred Zampella, HCCC Trustee

Absent: Adrienne Sires
Joseph Sansone
Alfred Zampella

Marcella Williams, Recording Secretary

1. APPROVAL OF THE PRIOR MINUTES – March 8, 2012

Motion to accept Minutes of March 8, 2012.

**Introduced by: James Fife
Seconded by: William Netchert
Motion Passed**

2. NORTH HUDSON BUILDING (UNION CITY) (Frank Mercado)

a. Bursar's Office

- Frank Mercado reported that the teller-type glass windows have been installed.

(continued...)

b. Emergency Main Entrance Redesign

- Frank Mercado said that the doors have been ordered for the emergency main entrance.

c. Lobby Lighting

- The Committee decided to ask on-call architect John Capazzi to look at options for replacing the inadequate lighting in the lobby.

d. NHHEC Condo Association

- The Committee directed Frank Mercado to send invoices to the County's Career Development Center (CDC) for reimbursement to the College for various expenditures, including those incurred by the cleaning company.

e. Ceramic Lab

- The consensus of the Committee was to leave the ceramic lab as is and unfinished. The space could be used for other activities if significant costs were not incurred.

3. ***JOURNAL SQUARE PROJECTS UPDATES (changes and developments since last Facilities Committee meeting) (Frank Mercado)***

a. 65-79 Sip Avenue

- (Library) Phase I

Troy Marzziotti said the first working mat/slab (concrete) will be poured at the construction site and completed by the end of July, 2012. After the foundation has been laid, walls will be added. Phase I of the library project should be completed by the end of August. March, 2014 is the anticipated completion date.

- (Modification of a classroom(s) for exhibition of art and other activities)

Dr. Gabert spoke about the need for a location to showcase the College's 200-piece art collection and for other events. He suggested that one of the classrooms on the top floor of the new library be modified to serve as an exhibition space for various activities.

Motion for a RFP for an architect to redesign one of the classrooms on the top floor of the new library for use as an exhibition space and for other various activities.

Introduced by: James Fife

Seconded by: William Netchert

*****Motion Passed*****

(continued...)

- Fence Drains

Ted Domuracki noted that he directed the engineer to redesign the French drains so that all the water drains from the outside of the building foundation and never gets inside.

- b. 83-87 Sip Avenue – (Mezzanine Level Renovation)

After taking a tour of the area, Dr. Gabert and Frank Mercado said they were pleased with the renovation of the mezzanine level at 83-87 Sip. The bathrooms are now being repaired.

- c. Development of Capital Project Monitoring Report (Attachment)

Frank Mercado said that Troy Marzziotti recently prepared a document on timelines for capital project payments. It has proved to be a useful tool for monitoring payments to vendors. This item will be removed from the next agenda. However, it will be revisited from time to time.

- d. 161 Newkirk - Culinary – Roof Warranty Issues

Frank Mercado discussed the issue of determining where the leak is coming from on the roof at Culinary. He is working on locating the twenty-year warranty.

- e. Culinary Park Bollard Project

Dr. Gabert and William Netchert commended Joe Torturelli on the excellent maintenance of the Culinary Park.

Joe Torturelli discussed, as a safety issue, installing bollards, a beacon light and laying black top repavement at the crosswalk between the Culinary and the park, for a total cost of \$36,000. Dr. Gabert noted that if the Committee approves this request, replaceable bollards would be more practicable. The Committee asked Jennifer Bogdanski to research this issue and prepare a legal opinion for the next meeting.

- f. 70 Sip Avenue (Attachment)

Frank Mercado said that during heavy downpours of rain, there is flooding in the basement of 70 Sip Avenue. The problem may exist because of the possibility of poor maintenance by the owners of the adjacent property at 64 Sip. Jennifer Bogdanski will prepare a legal opinion for the next meeting.

(continued...)

4. LEASES FOR 26 JOURNAL SQUARE

Hugh McGuire reported that all three leases for 26 Journal Square have been signed.

5. SCHOOLS OF TECHNOLOGY – GYMNASIUM PROJECT UPDATE

It was reported that the County has decided not to enter into a partnership with HCCC on the Schools of Technology's gymnasium project.

6. CAPITAL BUDGET FY 2013 (John Sommer)

John Sommer gave an update on the College's capital budget request for \$8,710,000 which was approved by the County. The money will be used for the construction of the new Library building and for capital maintenance repairs. The funds will be available by the end of August or September 2012.

7. NEW BUSINESS

- a. Frank Mercado read the resolution for the renewal of on-call professional services firms for FY 2013 to be presented to the Board of Trustees at their August 14th meeting. The Committee agreed to add to the list Maser Consulting, P.A. of Red Bank, NJ and McGuire Associates, LLC of Jersey City, NJ.

Motion to accept the renewal of on-call professional services firms for FY2013.

Introduced by: James Fife

Seconded by: Alfred Zampella

*****Motion Passed*****

- b. Frank Mercado informed the Committee about a meeting he and John Sommer had followed up on with RSC Architects regarding a tax deduction/credit for buildings they designed (2 Enos & NHHEC) that were energy-efficient. Frank Mercado will put this on hold until directions from Ted Domuracki who will speak with RSC.
- c. Dr. Gabert noted that the Jersey Journal's building is for sale. There is a possibility that the building could be donated to HCCC. The consensus was that the College should take no steps and wait until and if an approach is made to the College. There was concern about the practicability of converting the space to College use.

8. PROPOSED SCHEDULE OF MEETINGS

The Committee agreed to schedule the next meeting for Thursday, September 6, 2012 at 9:30 a.m. in Dr. Gabert's Office.

9. ADJOURNMENT - The meeting was adjourned at 11:15 a.m.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Michele Carley	Counselor	08/29/2012
Sheral Scott	Coordinator, Evening, Weekends & Off sites Program	08/31/2012
Kris Krishnan	Associate Dean of Research & Planning	09/07/2012

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Zayda Franco	Administrative Assistant, Dean of Arts & Sciences	09/12/2012	\$36,000 (pro-rated)

Note: This is a replacement for Hope Guirantes.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Elham Kamali	Secretary, Academic Foundations	09/12/2012	\$25,000 (pro-rated)

Note: This is a replacement for Niala Seethal.

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. **APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: SEPTEMBER 12 – JUNE 30, 2013.**

Last Name	First Name	Department	Title
Antala	Jay	ADJ Academic Support Services	Tutor
Gonzalez	Daniel	ADJ Academic Support Services	Tutor
Miranda	Roberto	ADJ Academic Support Services	Tutor
Nadalin	Bruno	ADJ Academic Support Services	Tutor
Altaai	Aseel	Center for Business & Industry	Instructor
Balbi	John Luis	Center for Business & Industry	Instructor
Coto	Hector	Center for Business & Industry	Instructor
Foster	Juliet	Center for Business & Industry	Instructor
Haas	Kim	Center for Business & Industry	Instructor
Ahmed	Sabeen	Disability Support Services	Note taker/Reader
Dantone	Jenny	Disability Support Services	Sign Language Interpreter
Jaikisson	Martha	Disability Support Services	Note taker/Reader
Gooding	Daniella	Health, Science & Technology	Office Assistant
Courtier	Devlyn	Library/LRC	Library Clerical Assistant

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. 3.

4. **MODIFICATIONS OF STAFFING TABLE FOR FY13**

REPORTS/BACKGROUND

<u>NAME</u>	<u>TITLE CHANGES</u>	<u>SALARY ADJUSTMENT</u>
Pam Bandyopadhyay	FROM: Assistant Dean, Academic Affairs (ADJ Center)	FROM: \$77,145
	TO: Associate Dean, Division of Academic Development & Support Services (ADJ Center)	TO: \$85,000 for FY '13

DELETE TITLE:
*Assistant Dean, Academic Affairs
(ADJ Center)*

ADD TITLE:
Coordinator, Writing Center

RECOMMENDATION:

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

RESOLUTION:

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 1-4:** (1) Resignation, (2) Appointment of Staff, (3) Appointment of Additional New Part-Time Hires, and (4) Modifications of Staffing Table.

INTRODUCED BY:

SECONDED BY:

DATE:

September 11, 2012

Fahrenheit, Karen

Fife, James

Kenny, Roberta

Kosakowski, Joanne

Lee, Bakari

Peña, Jeanette

Sires, Adrienne

Stack, Katia

Zampella, Alfred

Netchert, William, Chair

_____ Ayes....._____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Termination of selected HCCC Degree and Certificate Programs

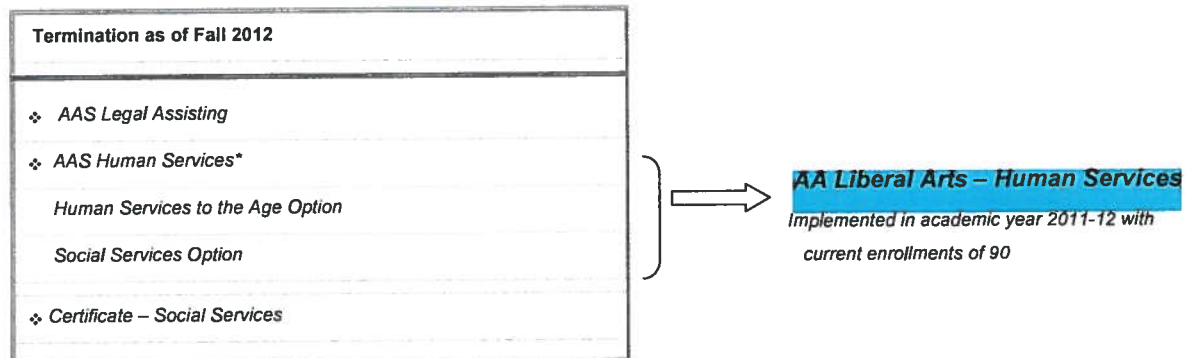
Since Spring 2010, HCCC has suspended recruitment for the two Associate of Applied Science (AAS) degrees and its options and the certificate program indicated below (See also Attachment I). The decision to suspend recruitment for the programs was based on the pattern of declining enrollments, low retention and graduation rates (factors not unique to HCCC) that have resulted in unduly small class sizes and inability to ensure graduation time for students as published.

	ENROLLMENTS						GRADUATES					
							AY					
	F'04	F'05	F'06	F'07	F'08	F'09	04	05	06	07	08	09
AAS – Legal Assisting	40	32	32	29	29	33	6	2	2	8	4	2
AAS – Human Services	68	64	72	64	79	54	10	15	10	9	6	17
> Human Services to the Aged Option	1	1	1	3	3	5	0	0	2	0	0	0
> Social Services Option	0	0	0	4	10	31	0	0	0	0	0	0
Certificate – Social Services	0	0	1	2	1	12	0	0	0	1	0	0

Since then the college has made every effort to graduate students who were already enrolled in the programs to ensure the least number or no loss of credits for students.

The suspended recruitment period has also allowed the college to re-assess the curriculum and explore opportunities to realign, revamp and/or transform these programs to meet the needs of current markets, taking into consideration program costs and viability.

Based on an on-going assessment on curriculum, instructional delivery and job market over the past five semesters, the college has successfully transformed the AAS – Human Services with its two options (Human Services to the Age and Social Services) into a transfer degree program – AA Liberal Arts - Human Services, and proposes to terminate the AAS Legal Assisting and Social Services Certificate.



* Note: Associate degree is no longer applicable for entry level employment in the field.

Recommendation:

The President and Administration recommend the Board of Trustees approve the termination of two AAS degree programs, two degree options and a certificate program.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President and the Administration as outlined above in **Item IX. Academic and Student Affairs #1: (1)** Termination of two AAS degree programs, two degree options and a certificate.

INTRODUCED BY:

SECONDED BY:

DATE:

September 11, 2012

Fahrenheit, Karen

Fife, James

Kenny, Roberta

Kosakowski, Joanne

Lee, Bakari

Peña, Jeanette

Sires, Adrienne

Stack, Katia

Zampella, Alfred

Netchert, William, Chair

_____ Ayes....._____ Nay



December 8, 2009

Suspended Recruitment for Selected Degree and Certificate Programs

- AAS – Legal Assisting

AAS – Human Services

Option: Human Services to the Aged

Option: Social Services

Certificate: Social Services

Effective immediately (December 2009 for Spring 2010 semester), and until further notice, HCCC is suspending recruitment for the three degree and one certificate programs indicated above. No new students will be permitted into the programs until further notice. Provision is being made for students who are already enrolled in the programs and have earned a significant number of required specialization credits to complete the degree or certificate by making course substitutions and/or offering independent studies and concurrent enrollment opportunities, where appropriate. Students who have earned a very limited number of specialization credits will be advised into other related and more viable programs with no loss of credits.

BACKGROUND:

In its 37 years of existence, HCCC has implemented over 67 degree and certificate programs. For differing reasons such as declining enrollments, diminishing job market demand for entry level employment and program costs, the College over the years, has suspended recruitment, placed on inactive status or terminated a number of programs. As of Fall 2009, HCCC offered a total of 57 degree and certificate programs.

The decision to suspend recruitment for the above programs is based on the pattern of declining enrollments, retention and graduation rates and job market conditions. It is not cost effective to maintain these programs and ensure graduation time for students as published.

	ENROLLMENTS						GRADUATES					
							AY					
	F'04	F'05	F'06	F'07	F'08	F'09	04	05	06	07	08	09
AAS – Legal Assisting	40	32	32	29	29	33	6	2	2	8	4	2
AAS – Human Services	68	64	72	64	79	54	10	15	10	9	6	17
AAS – Human Services to the Aged	1	1	1	3	3	5	0	0	2	0	0	0
AAS – Social Services	0	0	0	4	10	31	0	0	0	0	0	0
Certificate – Social Services	0	0	1	2	1	12	0	0	0	1	0	0

Suspended recruitment will allow the college to review/evaluate the core curriculum, instructional delivery methods, student learning outcomes and job market demands in the service and neighboring areas. The goal is to revamp and/or repackage elements of these closely related programs to meet the growing demand for transfer to baccalaureate degree programs, short-term specialized skills training, career shifts or enhancement, in-service skills upgrade or immediate employment.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 11, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

- 2. *Renewal of a Separate Memorandum of Understanding Between: (A) HCCC and Bayonne Medical Center School of Nursing and (B) HCCC and Christ Hospital School of Nursing for the AS Cooperative Nursing Program; and (C) HCCC and Liberty Health Care System - Jersey City Medical Center for the AAS and Certificate Paramedic Science Program***

REPORT/BACKGROUND

For reasons of facility and costs, HCCC's ability to offer certain degree and certificate programs is contingent on establishing critical collaborative partnerships with other institutions. The partnerships include the joint development and ongoing review of curriculum and the shared responsibility for the provision of equipment, classrooms and faculty to teach specified courses.

Currently HCCC offers an A.S Cooperative Nursing program in collaboration with the Schools of Nursing of (1) Bayonne Medical Center (BMCSN) and (2) Christ Hospital (CHSN); an AAS and Certificate Paramedic Science program in collaboration with Jersey City Medical Center (JCMC); and an A.S. Respiratory Care in collaboration with The University of Medicine and Dentistry, New Jersey – School of Health-Related Professions (UMDNJ-SHRP).

Implemented in June 1999, the Cooperative Nursing Program includes 37 credits of general education, healthcare fundamentals and science courses (taught by faculty employed directly by HCCC) plus 33 credits of nursing practice/clinical courses (taught by faculty employed directly by each respective Hospital School of Nursing). To date, approximately 750 have successfully completed the program.

Implemented in September 2003, the Paramedic Science Program consists of 33 credits of general education and science courses (taught by faculty employed directly by HCCC) and 30 credits of paramedic lecture/lab courses (taught by faculty employed directly by Jersey City Medical Center). To date, over 60 students have successfully completed the program.

Subject to an annual review and renewal for a period of one year for BMCSN and CHSN, and two years for JCMC, a separate Memorandum of Understanding between HCCC and each School of Nursing and between HCCC and Jersey City Medical Center delineates the shared curriculum, recruitment, administrative and advisory structure as well as the instructional and fiscal responsibilities of each partner institution. (ATTACHMENTS II – IV)

RECOMMENDATION

The President and Administration recommend that the Board of Trustees authorize the President to execute a separate Memorandum of Understanding between: (1) HCCC and Bayonne Medical Center School of Nursing and (2) HCCC and Christ Hospital School of Nursing for the AS Cooperative Nursing Program; and (3) HCCC and Jersey City Medical Center for the AAS and Certificate Paramedic Science Program.

3. ***'Affiliate Faculty' Status for (A) the Nursing Instructors at Bayonne Medical Center School of Nursing and Christ Hospital School of Nursing – Partner Institutions for HCCC's A.S. Cooperative Nursing Program; and for (B) the Paramedic Science Instructors at Jersey City Medical Center, Partner Institution for HCCC's A.A.S./Certificate Paramedic Science Programs***

REPORT/BACKGROUND

In August 2006, the Board of Trustees established the category of "Affiliate Faculty" in recognition of the critical role of faculty at the collaborating schools in the development, success, continuing certification and future survival of the programs; the need to cement the partnerships fully; and consistent with the provision outlined in the Board-approved Memoranda of Understanding among the partners. The policy, outlined below, specifies the conditions for granting "Affiliate Faculty" status:

1. *Full-time faculty members (employed by a collaborating institution) whose principal professional obligation is the provision of instruction for students enrolled in the existing HCCC collaborative programs (AS Cooperative Nursing and AAS Paramedic Science) and any other similar program that HCCC may implement.*
2. *Appointment is for a one-year term at the sole discretion of HCCC.*
3. *No tenure, promotion or other rights are implied.*
4. *HCCC is not responsible for the salary and other terms of employment, including benefits.*
5. *Affiliate faculty members are not participants in HCCC's collective bargaining units.*
6. *Affiliate faculty members report directly to the directors of their employing institution. They are considered honorary members of the academic division in which their program resides and, as such, are eligible to participate in meetings of the Division and/or the Academic Affairs Council and/or any of its subcommittees when relevant curriculum topics are discussed. They do not have voting privileges when attending these sessions.*
7. *The title of affiliate faculty may be withdrawn at anytime without assigning or ascribing reasons.*

For AY 2012-2013, a total of 18 nursing instructors from our three Hudson County partner institutions meet the criteria for "Affiliate Faculty" status. (ATTACHMENT V)

HCCC's A.S. Cooperative Nursing and A.A.S. Paramedic Science programs exemplify the collaboration among educational institutions recommended by the New Jersey Commission on Higher Education in "A Blueprint for Excellence – Update 2005: New Jersey's Long-Range Plan for Higher Education". This sharing of resources facilitates the offering of a degree program. It does not involve payment for contractual services.

RECOMMENDATION

The President and Administration recommend that the Board of Trustees approve the granting of "Affiliate Faculty" status for Academic Year 2012-2013 for nursing instructors teaching at the Schools of Nursing of Bayonne Medical Center and Christ Hospital; and for paramedic science instructors teaching at Jersey City Medical Center, partner institutions for the A.S. Cooperative Nursing and A.A.S. Paramedic Science & Certificate programs, respectively.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendation of the President and the Administration as outlined above in **Item IX Academic and Student Affairs 2-3:** 2) *Renewal of a Separate Memorandum of Understanding Between: (A) HCCC and Bayonne Medical Center School of Nursing and (B) HCCC and Christ Hospital School of Nursing for the AS Cooperative Nursing Program; and (C) HCCC and Liberty Health Care System - Jersey City Medical Center for the AAS and Certificate Paramedic Science Program; and 3) 'Affiliate Faculty' Status for (A) the Nursing Instructors at Bayonne Medical Center School of Nursing and Christ Hospital School of Nursing – Partner Institutions for HCCC’s A.S. Cooperative Nursing Program; and for (B) the Paramedic Science Instructors at Jersey City Medical Center, Partner Institution for HCCC’s A.A.S./Certificate Paramedic Science Programs.*

INTRODUCED BY: _____

SECONDED BY: _____

DATE: September 11, 2012

Fahrenheit, Karen	_____
Fife, James	_____
Kenny, Roberta	_____
Kosakowski, Joanne	_____
Lee, Bakari	_____
Peña, Jeanette	_____
Sires, Adrienne	_____
Stack, Katia	_____
Zampella, Alfred	_____
Netchert, William, Chair	_____

_____ Ayes....._____ Nay

MEMORANDUM OF UNDERSTANDING

A COOPERATIVE NURSING PROGRAM

BETWEEN

HUDSON COUNTY COMMUNITY COLLEGE

AND

CHRIST HOSPITAL SCHOOL OF NURSING

ASSOCIATE IN SCIENCE DEGREE
AND
DIPLOMA IN NURSING

ACADEMIC YEAR 2012 – 2013

MEMORANDUM OF UNDERSTANDING

A COOPERATIVE NURSING PROGRAM BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND CHRIST HOSPITAL SCHOOL OF NURSING

ASSOCIATE IN SCIENCE DEGREE AND DIPLOMA IN NURSING

AGREEMENT made and entered into on September 1, 2012 between Hudson County Community College, hereinafter referred to as HCCC and Christ Hospital School of Nursing, herein after referred to as CHSN.

WHEREAS, HCCC is a community college offering educational opportunities leading to both associate degrees and certificates; and

WHEREAS CHSN operates an educational program leading to a diploma in nursing; and

WHEREAS, HCCC and CHSN recognize that there is a need for nurses both in Hudson County and the State as a whole; and

WHEREAS, HCCC and CHSN recognize that an associate degree affords students the best opportunity for pursuing advanced study and for securing employment; and

WHEREAS, HCCC and CHSN wish to develop a cooperative nursing program for the education of nurses which is designed to build on the strengths and capacities of both institutions; and

WHEREAS, on October 20, 1998, the New Jersey Board of Nursing approved the establishment of a cooperative nursing program between HCCC and CHSN;

NOW, THEREFORE, HCCC and CHSN wish to confirm in writing the terms of mutual and individual responsibilities related to offering a Cooperative Nursing Program - Associate in Science degree and Diploma in Nursing.

I. GENERAL DESCRIPTION OF THE PROGRAM

- A. HCCC agrees to establish a cooperative program leading to an Associate of Science (AS) Degree and to a Diploma in Nursing with CHSN.
- B. The Cooperative Nursing Program is a single integrated program comprising general education, science and nursing courses. The general education and science courses shall be taught by the HCCC faculty. The nursing courses shall be taught by the CHSN faculty in accordance with requirements established for the Associate in Science degree and Diploma in Nursing.
- C. Students successfully completing the requirements for the degree shall be awarded an AS degree from HCCC and a Diploma in Nursing from CHSN.

II. ACADEMIC PROGRAM

- A. HCCC and CHSN agree to offer a cooperative Associate of Science Degree in Nursing consisting of:
 - 1. A core of general education and science courses offered by HCCC and coordinated with CHSN.
 - 2. A core of professional courses offered by CHSN.
- B. Matters pertaining to policies, procedures, curriculum and specification of graduation requirements shall be reviewed, agreed upon mutually and approved by a Nursing Program Oversight Committee (NPOC). The NPOC shall be composed of one representative each from HCCC and CHSN, as well as from Bayonne Medical Center School of Nursing (BMCSN). HCCC will offer a similar Cooperative Nursing Program with BMCSN.
- C. Faculty members of the School of Nursing, as honorary members of the faculty of HCCC, division of Math, Science, Technology, and Allied Health are eligible for membership on the Academic Affairs Council and/or any of its subcommittees. Members of Council and its committees must be selected according to the AAC Handbook and Faculty Policy of HCCC. Faculty members elect representatives from the Division they represent. School of nursing faculty may be asked to attend a committee meeting when Nursing curriculum topics are discussed. They do not have voting privileges when attending these sessions. They are present to clarify points for committee members.
- D. CHSN shall be responsible for evaluating the clinical competencies of students enrolled in the program.
- E. Programmatic policy-making shall be within the framework of federal and state law and of the professional requirements of state and national accrediting agencies.
- F. Students who possess a bachelor's degree (or higher) may choose the "diploma only" as an option. In such cases, Both HCCC and the School of Nursing must be in full agreement. If individual students require additional credits (example, Anatomy & Physiology, Microbiology), these credits may be taken as non-matriculation. These students will be admitted to HCCC as "special students" and may not take more than a total of 11 non-nursing credits. Since these students are not applying for a degree, no transcript analysis is necessary and no transfer credits will be posted on their records. These students will not be registered for nursing credits; therefore all billing for such courses will be done by Christ Hospital. Students may NOT change to degree status once declared as a "diploma only" option.

III. ADMINISTRATIVE AND ADVISORY STRUCTURE

- A. Direct responsibility for the administration of the Cooperative Nursing Program shall be assumed by HCCC. A Program Director shall be employed by HCCC and located at HCCC. The Program Director shall report to the HCCC Associate Dean of Health, Science, Technology and Allied Health and shall work in close collaboration with the Director at CHSN as well as with the Director of BMCSN.
- B. The Nursing Program Oversight Committee shall assist the Program Director to ensure effective collaboration and communication between the participating institutions. Accordingly, the Nursing Program Oversight Committee shall be composed of the HCCC Program Director and the Directors from CHSN and BHSN. The Program Director at HCCC shall serve as chair of the committee.

The Nursing Program Oversight Committee shall meet at least two times per academic year, and at other such times as deemed appropriate. At least annually, the HCCC Director of the Cooperative Nursing Program shall present a formal report outlining both programmatic achievements and prospective program plans.

- C. The participating institutions agree to establish a Program Advisory Committee composed of at least eight members. The Advisory Committee shall provide advice and information from the viewpoint of the health care sector to the Program Director on request or on its own initiative.

Representatives of the participating institutions shall nominate two Advisory Committee members to ensure equal representation from the healthcare sector, such as members of professional associations, health service providers and consumer groups. Conditions and terms of appointment shall be established by the Nursing Program Oversight Committee. The Advisory Committee shall meet at least twice annually and on other occasions at the request of the Nursing Program Director.

IV. ADMISSIONS, STUDENT RECORD AND ADVISEMENT

- A. Admission to the Cooperative Nursing Program shall be in accordance with criteria, policies and procedures set forth herein and established by HCCC and CHSN.

The guiding admission philosophy shall be consonant with the "open access" missions of the State's community colleges pursuant to applicable law.

- 1. Prospective students shall apply through CHSN Admissions Offices with their applications processed according to CHSN policies and procedures. Students must complete an HCCC application and all forms and data shall be shared with CHSN.
- 2. Each student admitted to the Cooperative Nursing Program shall register for all courses at HCCC and is expected to meet all program curriculum requirements, as established by the Nursing Program Oversight Committee.

3. Standards of academic progress shall conform to the policies and procedures of the participating institutions, as established by the Program Committee on Admissions and Academic Standing (CAAS).
- B. All student records shall be maintained by HCCC and shared with CHSN. HCCC shall furnish to CHSN such information as is required to maintain appropriate student records; (i.e. grades, advisor assignments). Student applications for graduation shall be evaluated and certified by HCCC and CHSN. Students enrolled in the Program shall be accorded full access to the services, co- and extra-curricular activities, and facilities of both CHSN and HCCC.
 - C. Academic advisement shall be provided by all participating partners. All students enrolled in the Cooperative Nursing Program shall be assigned an advisor. Academic advisement shall ensure that students are made aware of all requirements for completion of the degree and are appropriately placed in general education, science and nursing courses. In addition, all students enrolled in the CHSN program shall have full access to the academic advisement and tutorial services of HCCC.
 - D. The Program Committee on Admissions and Academic Standing (CAAS) shall recommend issues related to admission policies and procedures and students' academic progress in the Program.

Membership on the CAAS shall consist of one faculty each from HCCC, CHSN and BHSN; a representative from the admissions staff of each affiliated school; and students, one from each School of Nursing. The CAAS shall meet at least once each academic year.

The Chairperson of the CAAS shall be elected by the membership of the committee from among the Nursing Program faculty for a term of two years, and shall be responsible for establishing the meeting schedule and agenda.

Student appeals regarding academic performance in courses shall be processed according to the established policies and procedures of the affiliated institution which is responsible for teaching the specific course.

- E. Students are expected to comply with the rules and regulations governing student behavior as established and published by HCCC and CHSN. Hearings regarding alleged violations of rules or regulations shall be conducted in accordance with the procedures set forth in their respective Student Handbooks.
- F. Members of the faculty of CHSN shall be considered affiliate faculty members of HCCC, provided that this status has been made by HCCC with the employment concurrence of the Nursing School. Members of HCCC administrative staff overseeing the program shall be considered affiliate faculty members of CHSN.

V. FISCAL ARRANGEMENTS

- A. Students in the Cooperative Nursing Program shall register for all courses at HCCC and shall pay all appropriate tuition and fees directly to HCCC.
- B. **Tuition, Fees and Student Services:** CHSN shall invoice HCCC by November 15 of the Fall semester and April 15 of the Spring semester for all courses taught by its faculty based on the prevailing tuition and fees/rates charged. HCCC shall reimburse CHSN within 30 days of the receipt of the invoice. This mechanism shall be used to assure that such expenses will be included for purposes of financial aid calculations. HCCC shall bill students directly for the joint HCCC/CHSN commencement fees. Additionally, CHSN shall bill students directly for the CHSN completion ceremony.
- C. Both HCCC and the Schools of Nursing share in the responsibility for bad debt (i.e., unpaid tuition and fees). In the event full payment for tuition and fees is not received by HCCC, the respective Schools of Nursing will not receive reimbursement for its nursing courses. The Schools of Nursing will be kept informed as to bursar holds, and will follow policies concerning registration. Reconciliation for bad debt, where appropriate, will be resolved with the subsequent semester's invoice.

VI. INSURANCE

- A. HCCC and CHSN shall each obtain or maintain at its sole cost and expense throughout the term of this agreement, and any renewal thereof, a comprehensive liability policy including professional liability, insuring itself against any and all claims for bodily injury or death and property damage resulting from the performance of services by its students, employees, staff and agents under this agreement, and naming the other party as an additional insured, or provide a program of self-insurance as described below. If any institution elects to obtain an insurance policy, such policy shall protect the institution, its employees, students, staff and agents with limits of not less than \$1,000,000 with respect to injury or death of anyone person and not less than \$3,000,000 in the aggregate.
- B. HCCC and CHSN each may provide for coverage through a program of self-insurance trust fund, which shall provide not less than \$1,000,000 for injury or death to anyone individual and not less than \$3,000,000 in the aggregate, or may be in such other form as provided by the *New Jersey Tort Claims Act N.J.S.A. 59:1-1 et seq.* which shall govern the terms and conditions of any such self-insurance program.
- C. Each institution, upon request, shall furnish to the other evidence that it has complied with the above requirements for liability coverage. Additionally, each institution must provide the other with written notice of any cancellation, suspension, non-renewal, or termination of its insurance policy and for notifying the other immediately of any claims reported under such policy.

VII. OTHER CONSIDERATIONS

- A. The parties agree that all Federal and State laws against discrimination and all rules and regulations promulgated there under shall be applicable to all activities under this Agreement.
- B. It is the intent and understanding of the parties to this agreement that each and every provision by law required to be inserted in this Agreement shall be and is deemed inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through a mistake or otherwise, and such provision is not insert or is not inserted in correct form, then this Agreement shall forthwith upon the application of either party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of any party.
- C. This agreement shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.
- D. Under the Agreement, HCCC and CHSN shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations except insofar as this agreement specifically states to the contrary.
- E. All courses in the program will be cross-listed in the bulletins of HCCC and CHSN.
- F. Each student shall provide evidence that his/her own health care is covered in event of sickness or accident by an appropriate insurance policy.
- G. Each student shall comply with the health and immunization policies of the Cooperative Nursing Program.
- H. HCCC shall be responsible for the salary and other terms of employment, including benefits, for any administrator and faculty assigned to the Cooperative Nursing Program. CHSN shall be solely responsible for the salary and other terms of employment, including benefits, for its administrators and faculty assigned to the Program. CHSN faculty and administrators shall not be deemed to be participants in HCCC's collective bargaining units.
- I. HCCC and CHSN shall make every attempt to ensure that adequate office, classroom and conference space shall be maintained for the Cooperative Nursing Program.

VIII. TERM OF CONTRACT

- A. The term of this contract shall run from the date of signature by all parties and be self renewing thereafter. This Agreement shall, thereafter, be renewed by the appropriate review authorities at the participating institutions for periods of one year unless one party hereto shall notify the others hereto in writing not less than six months prior to the date of the termination of this Agreement that it wishes not to renew its participation in this Agreement. Such written notice shall be sent via certified mail, return receipt requested, to whichever following address is appropriate with copies to the HCCC Vice President for Academic Affairs and the Director of the School of Nursing.

Glen Gabert, Ph.D.
President
Hudson County Community College
25 Journal Square
Jersey City, New Jersey 07306

Peter Kelly
President and CEO
Christ Hospital School of Nursing
176 Palisades Avenue
Jersey City, New Jersey 07306

- B. In the event this Agreement is not renewed by one of the participating parties/it is expressly understood that the Nursing Program will continue in operation until all matriculated students have had an appropriate length of time to complete their studies.
- C. It is understood and agreed that the parties to this agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.

IX. WARRANTIES

- A. The undersigned do hereby warrant and represent that this Agreement has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New Jersey and that said laws have not been violated as they relate to the procurement or performance of this Agreement by any conduct including the paying or giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly to any State employee, officer or official.

- B. Each institution does hereby warrant and represent that it is qualified by training and experience to perform the required services and programs in the manner and on the terms and conditions set forth herein.

IN WITNESS WHEREOF, the parties hereto, duly authorized, have caused this agreement to be signed by their authorized representatives.

EXECUTED BY:

HUDSON COUNTY COMMUNITY COLLEGE

Dr. Glen E. Gabert, President

Date:

CHRIST HOSPITAL SCHOOL OF NURSING

Peter Kelly, President & CEO

Date:

MEMORANDUM OF UNDERSTANDING

A COOPERATIVE NURSING PROGRAM

BETWEEN

HUDSON COUNTY COMMUNITY COLLEGE

AND

BAYINNE MEDICAL CENTER SCHOOL OF NURSING

ASSOCIATE IN SCIENCE DEGREE
AND
DIPLOMA IN NURSING

ACADEMIC YEAR 2012 – 2013

MEMORANDUM OF UNDERSTANDING

A COOPERATIVE NURSING PROGRAM BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND BAYONNE MEDICAL CENTER SCHOOL OF NURSING

ASSOCIATE IN SCIENCE DEGREE AND DIPLOMA IN NURSING

AGREEMENT made and entered into on September 1, 2012 between Hudson County Community College, hereinafter referred to as HCCC and Bayonne Medical School of Nursing, herein after referred to as BMCSN.

WHEREAS, HCCC is a community college offering educational opportunities leading to both associate degrees and certificates; and

WHEREAS BMCSN operates an educational program leading to a diploma in nursing; and

WHEREAS, HCCC and BMCSN recognize that there is a need for nurses both in Hudson County and the State as a whole; and

WHEREAS, HCCC and BMCSN recognize that an associate degree affords students the best opportunity for pursuing advanced study and for securing employment; and

WHEREAS, HCCC and BMCSN wish to develop a cooperative nursing program for the education of nurses which is designed to build on the strengths and capacities of both institutions; and

WHEREAS, on October 20, 1998, the New Jersey Board of Nursing approved the establishment of a cooperative nursing program between HCCC and BMCSN;

NOW, THEREFORE, HCCC and BMCSN wish to confirm in writing the terms of mutual and individual responsibilities related to offering a Cooperative Nursing Program - Associate in Science degree and Diploma in Nursing.

I. GENERAL DESCRIPTION OF THE PROGRAM

- A. HCCC agrees to establish a cooperative program leading to an Associate of Science (AS) Degree and to a Diploma in Nursing with BMCSN.
- B. The Cooperative Nursing Program is a single integrated program comprising general education, science and nursing courses. The general education and science courses shall be taught by the HCCC faculty. The nursing courses shall be taught by the BMCSN faculty in accordance with requirements established for the Associate in Science degree and Diploma in Nursing.

- C. Students successfully completing the requirements for the degree shall be awarded an AS degree from HCCC and a Diploma in Nursing from BMCSN.

II. ACADEMIC PROGRAM

- A. HCCC and BMCSN agree to offer a cooperative Associate of Science Degree in Nursing consisting of:
1. A core of general education and science courses offered by HCCC and coordinated with BMCSN.
 2. A core of professional courses offered by BMCSN.
- B. Matters pertaining to policies, procedures, curriculum and specification of graduation requirements shall be reviewed, agreed upon mutually and approved by a Nursing Program Oversight Committee (NPOC). The NPOC shall be composed of one representative each from HCCC and BMCSN, as well as from Bayonne Medical Center School of Nursing (BMCSN). HCCC will offer a similar Cooperative Nursing Program with CHSN.
- C. Faculty members of the School of Nursing, as honorary members of the faculty of HCCC, division of Math, Science, Technology, and Allied Health are eligible for membership on the Academic Affairs Council and/or any of its subcommittees. Members of Council and its committees must be selected according to the AAC Handbook and Faculty Policy of HCCC. Faculty members elect representatives from the Division they represent. School of nursing faculty may be asked to attend a committee meeting when Nursing curriculum topics are discussed. They do not have voting privileges when attending these sessions. They are present to clarify points for committee members.
- D. BMCSN shall be responsible for evaluating the clinical competencies of students enrolled in the program.
- G. Programmatic policy-making shall be within the framework of federal and state law and of the professional requirements of state and national accrediting agencies.
- H. Students who possess a bachelor's degree (or higher) may choose the "diploma only" as an option. In such cases, Both HCCC and the School of Nursing must be in full agreement. If individual students require additional credits (example, Anatomy & Physiology, Microbiology), these credits may be taken as non-matriculation. These students will be admitted to HCCC as "special students" and may not take more than a total of 11 non-nursing credits. Since these students are not applying for a degree, no transcript analysis is necessary and no transfer credits will be posted on their records. These students will not be registered for nursing credits; therefore all billing for such courses will be done by Christ Hospital. Students may NOT change to degree status once declared as a "diploma only" option.

III. ADMINISTRATIVE AND ADVISORY STRUCTURE

- A. Direct responsibility for the administration of the Cooperative Nursing Program shall be assumed by HCCC. A Program Director shall be employed by HCCC and located at HCCC. The Program Director shall report to the HCCC Associate Dean of Health, Science, Technology and Allied Health and shall work in close collaboration with the Director at BMCSN as well as with the Director of BMCSN.
- B. The Nursing Program Oversight Committee shall assist the Program Director to ensure effective collaboration and communication between the participating institutions. Accordingly, the Nursing Program Oversight Committee shall be composed of the HCCC Program Director and the Directors from BMCSN and BMCSN. The Program Director at HCCC shall serve as chair of the committee.

The Nursing Program Oversight Committee shall meet at least two times per academic year, and at other such times as deemed appropriate. At least annually, the HCCC Director of the Cooperative Nursing Program shall present a formal report outlining both programmatic achievements and prospective program plans.

- C. The participating institutions agree to establish a Program Advisory Committee composed of at least eight members. The Advisory Committee shall provide advice and information from the viewpoint of the health care sector to the Program Director on request or on its own initiative.

Representatives of the participating institutions shall nominate two Advisory Committee members to ensure equal representation from the healthcare sector, such as members of professional associations, health service providers and consumer groups. Conditions and terms of appointment shall be established by the Nursing Program Oversight Committee. The Advisory Committee shall meet at least twice annually and on other occasions at the request of the Nursing Program Director.

IV. ADMISSIONS, STUDENT RECORD AND ADVISEMENT

- A. Admission to the Cooperative Nursing Program shall be in accordance with criteria, policies and procedures set forth herein and established by HCCC and BMCSN. The guiding admission philosophy shall be consonant with the "open access" missions of the State's community colleges pursuant to applicable law.
 - 1. Prospective students shall apply through BMCSN Admissions Offices with their applications processed according to BMCSN policies and procedures. Students must complete an HCCC application and all forms and data shall be shared with BMCSN.
 - 2. Each student admitted to the Cooperative Nursing Program shall register for all courses at HCCC and is expected to meet all program curriculum requirements, as established by the Nursing Program Oversight Committee.

3. Standards of academic progress shall conform to the policies and procedures of the participating institutions, as established by the Program Committee on Admissions and Academic Standing (CAAS).
- B. All student records shall be maintained by HCCC and shared with BMCSN. HCCC shall furnish to BMCSN such information as is required to maintain appropriate student records; (i.e. grades, advisor assignments). Student applications for graduation shall be evaluated and certified by HCCC and BMCSN. Students enrolled in the Program shall be accorded full access to the services, co- and extra-curricular activities, and facilities of both BMCSN and HCCC.
- C. Academic advisement shall be provided by all participating partners. All students enrolled in the Cooperative Nursing Program shall be assigned an advisor. Academic advisement shall ensure that students are made aware of all requirements for completion of the degree and are appropriately placed in general education, science and nursing courses. In addition, all students enrolled in the BMCSN program shall have full access to the academic advisement and tutorial services of HCCC.
- D. The Program Committee on Admissions and Academic Standing (CAAS) shall recommend issues related to admission policies and procedures and students' academic progress in the Program.

Membership on the CAAS shall consist of one faculty each from HCCC, CHSN and BMCSN; a representative from the admissions staff of each affiliated school; and students, one from each School of Nursing. The CAAS shall meet at least once each academic year.

The Chairperson of the CAAS shall be elected by the membership of the committee from among the Nursing Program faculty for a term of two years, and shall be responsible for establishing the meeting schedule and agenda.

Student appeals regarding academic performance in courses shall be processed according to the established policies and procedures of the affiliated institution which is responsible for teaching the specific course.

- E. Students are expected to comply with the rules and regulations governing student behavior as established and published by HCCC and BMCSN. Hearings regarding alleged violations of rules or regulations shall be conducted in accordance with the procedures set forth in their respective Student Handbooks.
- F. Members of the faculty of BMCSN shall be considered affiliate faculty members of HCCC, provided that this status has been made by HCCC with the employment concurrence of the Nursing School. Members of HCCC administrative staff overseeing the program shall be considered affiliate faculty members of BMCSN.

V. FISCAL ARRANGEMENTS

- A. Students in the Cooperative Nursing Program shall register for all courses at HCCC and shall pay all appropriate tuition and fees directly to HCCC.
- B. **Tuition, Fees and Student Services:** BMCSN shall invoice HCCC by November 15 of the Fall semester and April 15 of the Spring semester for all courses taught by its faculty based on the prevailing tuition and fees/rates charged. HCCC shall reimburse BMCSN within 30 days of the receipt of the invoice. This mechanism shall be used to assure that such expenses will be included for purposes of financial aid calculations. HCCC shall bill students directly for the joint HCCC/BMCSN commencement fees. Additionally, BMCSN shall bill students directly for the BMCSN completion ceremony.
- C. Both HCCC and the Schools of Nursing share in the responsibility for bad debt (i.e., unpaid tuition and fees). In the event full payment for tuition and fees is not received by HCCC, the respective Schools of Nursing will not receive reimbursement for its nursing courses. The Schools of Nursing will be kept informed as to bursar holds, and will follow policies concerning registration. Reconciliation for bad debt, where appropriate, will be resolved with the subsequent semester's invoice.

VI. INSURANCE

- A. HCCC and BMCSN shall each obtain or maintain at its sole cost and expense throughout the term of this agreement, and any renewal thereof, a comprehensive liability policy including professional liability, insuring itself against any and all claims for bodily injury or death and property damage resulting from the performance of services by its students, employees, staff and agents under this agreement, and naming the other party as an additional insured, or provide a program of self-insurance as described below. If any institution elects to obtain an insurance policy, such policy shall protect the institution, its employees, students, staff and agents with limits of not less than \$1,000,000 with respect to injury or death of anyone person and not less than \$3,000,000 in the aggregate.
- B. HCCC and BMCSN each may provide for coverage through a program of self-insurance trust fund, which shall provide not less than \$1,000,000 for injury or death to anyone individual and not less than \$3,000,000 in the aggregate, or may be in such other form as provided by the *New Jersey Tort Claims Act N.J.S.A. 59:1-1 et seq.* which shall govern the terms and conditions of any such self-insurance program.
- C. Each institution, upon request, shall furnish to the other evidence that it has complied with the above requirements for liability coverage. Additionally, each institution must provide the other with written notice of any cancellation, suspension, non-renewal, or termination of its insurance policy and for notifying the other immediately of any claims reported under such policy.

VII. OTHER CONSIDERATIONS

- A. The parties agree that all Federal and State laws against discrimination and all rules and regulations promulgated there under shall be applicable to all activities under this Agreement.
- B. It is the intent and understanding of the parties to this agreement that each and every provision by law required to be inserted in this Agreement shall be and is deemed inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through a mistake or otherwise, and such provision is not insert or is not inserted in correct form, then this Agreement shall forthwith upon the application of either party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of any party.
- C. This agreement shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.
- D. Under the Agreement, HCCC and BMCSN shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations except insofar as this agreement specifically states to the contrary.
- E. All courses in the program will be cross-listed in the bulletins of HCCC and BMCSN.
- F. Each student shall provide evidence that his/her own health care is covered in event of sickness or accident by an appropriate insurance policy.
- G. Each student shall comply with the health and immunization policies of the Cooperative Nursing Program.
- H. HCCC shall be responsible for the salary and other terms of employment, including benefits, for any administrator and faculty assigned to the Cooperative Nursing Program. BMCSN shall be solely responsible for the salary and other terms of employment, including benefits, for its administrators and faculty assigned to the Program. BMCSN faculty and administrators shall not be deemed to be participants in HCCC's collective bargaining units.
- I. HCCC and BMCSN shall make every attempt to ensure that adequate office, classroom and conference space shall be maintained for the Cooperative Nursing Program.

VIII. TERM OF CONTRACT

- A. The term of this contract shall run from the date of signature by all parties and be self renewing thereafter. This Agreement shall, thereafter, be renewed by the appropriate review authorities at the participating institutions for periods of one year unless one party hereto shall notify the others hereto in writing not less than six months prior to the date of the termination of this Agreement that it wishes not to renew its participation in this Agreement. Such written notice shall be sent via certified mail, return receipt requested, to whichever following address is appropriate with copies to the HCCC Vice President for Academic Affairs and the Director of the School of Nursing.

Glen Gabert, Ph.D.
President
Hudson County Community College
25 Journal Square
Jersey City, New Jersey 07306

Mark Spektor, DO
President and CEO
Bayonne Medical Center
East 29th St @ Avenue E
Bayonne, New Jersey 07002

- B. In the event this Agreement is not renewed by one of the participating parties/it is expressly understood that the Nursing Program will continue in operation until all matriculated students have had an appropriate length of time to complete their studies.
- C. It is understood and agreed that the parties to this agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.

IX. WARRANTIES

- A. The undersigned do hereby warrant and represent that this Agreement has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New Jersey and that said laws have not been violated as they relate to the procurement or performance of this Agreement by any conduct including the paying or giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly to any State employee, officer or official.
- B. Each institution does hereby warrant and represent that it is qualified by training and experience to perform the required services and programs in the manner and on the terms and conditions set forth herein.

IN WITNESS WHEREOF, the parties hereto, duly authorized, have caused this agreement to be signed by their authorized representatives.

EXECUTED BY:

HUDSON COUNTY COMMUNITY COLLEGE

Dr. Glen E. Gabert, President

Date:

BAYONNE MIDICAL CENTER

Mark Spektor, DO, President & CEO

Date:

MEMORANDUM OF UNDERSTANDING

Between

Hudson County Community College

and

**The Liberty Health Care System, Inc.
Jersey City Medical Center**

for a

**Collaborative
Associate in Applied Science Degree & Certificate
in
Pre-Hospital Medicine: Paramedic Science**

Academic Year 2012-2013

AGREEMENT made and entered into by and among Hudson County Community College hereinafter referred to as HCCC, and the Jersey City Medical Center of New Jersey, hereinafter referred to as JCMC.

WHEREAS, HCCC is a community college offering educational opportunities leading to certificates and associates in science degrees; and

WHEREAS, JCMC has broad responsibilities for the education of emergency medical personnel; and

WHEREAS, HCCC and JCMC recognize that there is a need for Paramedics both in the areas served by Hudson County Community College, JCMC, and the State as a whole; and

WHEREAS, HCCC and JCMC wish to develop a collaborative Associate in Applied Science degree program for the education of paramedics which is designed to build on the strengths and capacities of the participating institutions;

NOW THEREFORE, HCCC and JCMC wish to confirm in writing the terms of mutual and individual responsibilities related to offering a collaborative Associate in Applied Science degree and Certificate programs in Pre-Hospital Medicine: Paramedic Science.

I. GENERAL DESCRIPTION OF THE PROGRAM

- A. HCCC and JCMC agree to establish a collaborative program leading to an Associate of Applied Science (AAS) Degree or a Certificate in Pre-Hospital Medicine: Paramedic Science.
- B. The collaborative Associate of Applied Science in Pre-Hospital Medicine: Paramedic Science Degree Program and Certificate Program are composed of a pre-professional component of general education and basic science courses and a professional component of paramedic science courses. The general education and basic science courses are taught by the HCCC faculty and the paramedic science courses are taught by the JCMC faculty, in accordance with requirements established for the degree.
- C. Students successfully completing the program requirements will be awarded either an AAS degree or Certificate from HCCC in collaboration with JCMC.
- D. To enhance the concept of regionalization, HCCC with JCMC agree that the collaborative AAS degree program may be offered cooperatively with other affiliated New Jersey County Colleges with the mutual approval of both HCCC and JCMC.

II. ACADEMIC PROGRAM

- A. HCCC and JCMC agree to offer a collaborative Associate of Applied Science Degree and a Certificate Program in Pre-Hospital Medicine: Paramedic Science consisting of:
 - 1. General education and basic science courses offered by HCCC.
 - 2. Professional courses in Pre-Hospital Medicine: Paramedic Science offered by JCMC.
- B. Matters pertaining to policies and procedures for the program shall be submitted to the appropriate committees or administrators at HCCC and JCMC for review and action as required. HCCC and JCMC shall agree on policies and procedures.
- C. The curriculum for the collaborative AAS degree and certificate programs shall be mutually agreed upon by HCCC and JCMC and regularly reviewed.
- D. JCMC shall be responsible for evaluating the clinical competencies of the students enrolled in the program.
- E. Programmatic policy-making shall be within the framework of federal and state law and of the professional requirements of the state and national accrediting agencies.

III. ADMINISTRATIVE AND ADVISORY STRUCTURE

- A. Direct responsibility for the administration of the collaborative AAS degree program will be assumed by HCCC's Director of Health Related Programs. This individual is employed by HCCC and located on the HCCC campus. The Director reports to the Associate Dean of Mathematics, Science, Technology and Allied Health and will work in close collaboration with the Paramedic Program Director at JCMC. The Paramedic Program Director will supervise the JCMC faculty, oversee the program resources related to the professional courses at JCMC, and coordinate other activities with the appropriate offices at HCCC.

The AAS Paramedic Science Program Administrative Committee will provide administrative oversight of the Program, and will ensure effective collaboration and communication between the HCCC and JCMC representatives with respect to curriculum requirements and standards, recruitment, admission, academic advisement and other administrative matters.

The Administrative Committee will be composed of the Associate Dean of Mathematics, Science, Technology and Allied Health and the Director of Health Related Programs at HCCC and the Medical Director and Paramedic Program Director at JCMC. The Vice President for Academic Affairs at HCCC and the Vice President/Director of Emergency Medical Services at JCMC will serve as ex-officio members.

The Program Administrative Committee will meet at least twice per academic year and at other such times as deemed appropriate. One meeting per year is designated as the annual meeting. At each annual meeting, the HCCC Health Related Programs Director and the JCMC Paramedic

Program Director will present for approval a formal report to the Program Administrative Committee, outlining both programmatic achievements and prospective program plans.

- B. HCCC and JCMC agree to establish a Paramedic Science Advisory Committee, composed of at least eight (8) members. The Advisory Committee will provide advice and information from the viewpoint of the health care community at the request of the Program Administrative Committee or on its own initiative.

Representatives of HCCC and JCMC will nominate Advisory Committee members to ensure representation from the Program's communities of interest including members of professional associations, health service providers, State agency representatives and consumer groups. Conditions and terms of appointment will be established by the Program Administrative Committee in accordance with existing practices.

The Advisory committee will meet at least once annually and on other occasions at the request of the Program Administrative Committee.

IV. RECRUITMENT, ADMISSIONS, ADVISEMENT AND STUDENT RECORDS

- A. Responsibility for recruitment rests with both HCCC and JCMC. Applicants must possess an EMT-B Certificate and must be sponsored by JCMC.
 - B. Admission to the collaborative AAS Pre-Hospital Medicine and Certificate: Paramedic Science Program shall be in accordance with criteria, policies and procedures set forth herein and established by HCCC and JCMC. The guiding admission philosophy will be consonant with the "open access" missions of the State's community colleges (as per N.J.A.C. 9:4-1.3f).
 - 1. Prospective students apply through HCCC's Admissions Office. Applications will be processed according to existing policies and procedures. Students' application and all forms and data will be shared with JCMC.
 - 2. Each student admitted to the collaborative AAS Pre-Hospital Medicine: Paramedic Science Program will register for all courses through HCCC, and each student is expected to meet all established program curricular requirements.
 - 3. Standards of academic progress will conform to the policies and procedures of HCCC and JCMC as established by the Program Administrative Committee.
 - C. All student records will be maintained at HCCC and shared with JCMC. JCMC will provide HCCC such information as is required to maintain appropriate student records; i.e. grades, advisor assignments, etc. Student applications for graduation will be evaluated and certified by the HCCC Registrar in consultation with the Program Administrative Committee. Students enrolled in the Program will be accorded full access to the services, co- and extra-curricular activities, and facilities of HCCC and JCMC.
 - D. All students will have access to the academic advisement, tutorial and other academic and student support services provided HCCC and JCMC. Academic advisement will ensure that students are made aware of all requirements for completion of the degree, and are appropriately placed in general education and Paramedic Science courses.
-

- E. The Program Administrative Committee will consider issues related to admission, registration, tuition/fees payment policies and procedures and students' academic progress in the Program.
- F. Student appeals regarding academic performance in the pre-professional (general education) and professional component will be processed in accordance with the established policies and procedures of HCCC and JCMC as set forth in the HCCC/JCMC Student Handbook.
- G. Students are expected to comply with the rules and regulations governing student behavior as established and published by HCCC and JCMC. Hearings regarding alleged violations of rules or regulations will be conducted in accordance with the procedures of HCCC and JCMC as set forth in the HCCC/JCMC Student Handbook.
- H. Faculty for the Paramedic Science (professional) courses will be recruited, employed and evaluated by JCMC in accordance with the hiring practices and procedures of JCMC. Courtesy appointment status at HCCC will be extended to the JCMC Paramedic Science faculty.

V. FISCAL ARRANGEMENTS

- A. Students in the collaborative AAS Pre-Hospital Medicine and Certificate: Paramedic Science Program will register for all courses at HCCC and will pay all appropriate tuition and fees directly to HCCC. HCCC's tuition and fee rate schedules apply to the collaborative AAS Paramedic Science Program. *Additional fees* that are essential for the professional (clinical) courses will be established by JCMC and included in the fee schedule. HCCC will transfer the basic tuition payments and any *additional clinical fees* for the Paramedic Science (professional) courses to JCMC by November 15 of the Fall semester and April 15 of the Spring semester (or as close to these dates as is feasible). In the event of delayed tuition/clinical fees payments by students or bad debts, HCCC will make additional/final reimbursements to JCMC as the funds are collected.

HCCC and JCMC will establish admission and financial aid application cut-off dates for the Fall and Spring semesters to ensure processing and receipt of funds by the start of classes.

HCCC will advise JCMC (on day 15 of the Fall and Spring semesters) of students enrolled in the clinical courses who have not made appropriate arrangements for tuition/fees payments for the semester.

JCMC will determine what action to take with non-paying students or those who fail to make appropriate arrangements or payment. HCCC will make every effort to assist students in developing a payment plan.

JCMC will assume responsibility for bad debt incurred for the professional (clinical) courses in cases where late applicants for financial aid discover that aid is denied and are unable to make timely payments.

HCCC will designate a specific Paramedic Science Program liaison in the Financial Aid Office to track applications and assist students. Business Office representatives will participate in registration to assist students in making arrangements for payments and provide information concerning financial aid.

Under the terms of this arrangement, HCCC and JCMC are collaboratively responsible for the costs of maintaining programmatic accreditation. HCCC will be responsible for the costs of providing the AAS diploma.

VI. INSURANCE

- A. HCCC and JCMC will obtain or maintain at their own expense during the term of this agreement, and any renewal thereof, a comprehensive liability policy including professional liability, insuring each institution against any and all claims for bodily injury or death and property damage resulting from performance of services by their employees, students, staff and agents under this agreement, or provide a program of self-insurance as described below. If any institution elects to obtain an insurance policy, such policy shall protect the institution, its employees, students, staff and agents with limits of not less than \$1,000,000 with respect to injury or death of any one person and not less than \$3,000,000 in the aggregate.
- B. Either institution may provide for coverage through a program of self-insurance trust fund, which shall provide not less than \$1,000,000 for injury or death to any one individual and not less than \$3,000,000 in the aggregate, or may be in such other form as provided by the New Jersey Tort Claims Act, N.J.S.A. 59:1-1 et seq., which shall govern the terms and conditions of any such self-insurance program.
- C. Both HCCC and JCMC shall furnish evidence that they have complied with the above requirements for liability coverage.

VII. OTHER CONSIDERATIONS

- A. The parties agree that all Federal and State laws against discrimination, and all rules and regulations promulgated thereunder shall be applicable to all activities under this Agreement.
- B. It is the intent and understanding of the parties to this Agreement that each and every provision by law required to be inserted in this Agreement shall be and is deemed inserted herein. Furthermore, it is hereby stipulated that every such provision is deemed to be inserted herein, and if through a mistake or otherwise, and such provision is not inserted or is not inserted in correct form, then this Agreement shall forthwith upon the application of either party be amended by such insertion so as to comply strictly with the law, without prejudice to the rights of either party.
- C. This Agreement shall be governed and construed and the rights and obligations of the parties hereto shall be determined in accordance with the laws of the State of New Jersey.
- D. Under this Agreement, HCCC and JCMC shall continue to be autonomous and shall be governed independently by their respective governing boards and administrations except insofar as this Agreement specifically states to the contrary.
- E. Students in the program shall, at all times, follow the rules and regulations established by HCCC, JCMC and any affiliated hospitals and clinical agencies, and shall do so under the specific instruction of the supervisory staff of those facilities. The affiliated clinical facilities have the right to remove any faculty member or student from the site for good cause.
- F. Each student shall provide evidence that his/her own health care is covered in event of sickness or accident by an appropriate insurance policy.

- G. Each student shall comply with the health and immunization policy of JCMC.
- H JCMC shall be solely responsible for evaluating the clinical competencies of students enrolled in this program.
- I. JCMC shall be solely responsible for the salary and other terms of employment for the JCMC Program Director and faculty assigned to the Paramedic Science Program. HCCC shall be solely responsible for the salary and other terms of employment for the Director of Health Related Programs and faculty assigned to teach general education and science courses which are a part of the Paramedic Science Program.
- J. Programmatic policy-making shall be within the framework of federal and state law and of the professional requirements of state and national accrediting agencies.

VIII. TERM OF AGREEMENT

- A. The term of this agreement shall run from the date of signature by both parties and shall thereafter be annually reviewed and automatically renewed for periods of two years, with the total agreement period not to exceed two years, unless one party hereto shall notify the others hereto in writing not less than six months prior to the date of the termination of this Agreement that it wishes not to renew its participation in this Agreement. Such written notice shall be sent via certified mail, return receipt requested, to the addresses set forth below, with copies to the Vice Presidents and applicable Director at each participating institution:

For Hudson County Community College:
Glen Gabert, Ph.D., President
Hudson County Community College
Historic Pathside
25 Journal Square
Jersey City, NJ 07306

For Jersey City Medical Center:
Joseph Scott
President and CEO
Jersey City Medical Center
355 Grand Street
Jersey City, New Jersey 07302

- B. In the event this Agreement is not renewed by one of the participating parties, it is expressly understood that the Program will continue in operation until all matriculated students have had an appropriate length of time to complete their studies.
- C. It is understood and agreed that the parties to this Agreement may revise or modify this Agreement by written amendment when both parties agree to such amendment.

IX. WARRANTIES

- A. The undersigned do hereby warrant and represent that this Agreement has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of New Jersey and that said laws have not been violated as they relate to the procurement or performance of this Agreement by any conduct, including the paying or giving of any fee, commission, compensation, gift, gratuity, or consideration of any kind, directly or indirectly to any State employee, officer or official.
- B. Each institution does hereby warrant and represent that it is qualified by training and experience to perform the required services and programs in the manner and on the terms and conditions set forth herein.
- C.

IN WITNESS WHEREOF, the parties hereto, duly authorized, have caused these presents to signed by their authorized corporate officers.

HUDSON COUNTY COMMUNITY COLLEGE

Executed by: Glen Gabert, Ph.D. President	Recommended by: Eric Friedman, Ph.D. Vice President for Academic Affairs
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Signature

Signature

Date

Date

JERSEY CITY MEDICAL CENTER OF NEW JERSEY

Executed by: Joseph Scott President and CEO	Recommended by: Jim Dwyer Director, EMS
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Signature

Signature

Date

Date

AFFILIATED FACULTY 2012-2013 Academic Year

Jersey City Medical Center

Cheng "Bill" Wang

William McDonald

Ira Hirsh

Mario Pozo

Bayonne Hospital

Susanne Sorace

Sharon Conway

Dianne Hogan

Jacquelyn Svercauski

Darlene Russamano

Kathleen Esser

Carole Skalski

Christ Hospital

Nancy Bahdi

Mary Ellen Cvek

Lori Byrd

Grace Frane

Sigma Ledford

Carmen Pelardis

Carol Fasano

ATTACHMENT 2

ITEM VIII. Resolution 6. Acceptance of Staffing Table Effective Fiscal Year 2013.

Hudson County Community College



Page 1 President and Executive Council

Page 2 Vice President for Development/Assistant to the President/

Communications

Page 3 Division of Operations

Page 4 Division of Finance

Page 5 Division of Academic Affairs

Page 6 Division of Academic Affairs/Instruction

Page 7 Division of Academic Affairs/Faculty

Page 8 Human Resources & Information Technology

Page 9 Division of Student Affairs

Page 10 Center for Academic and Student Success

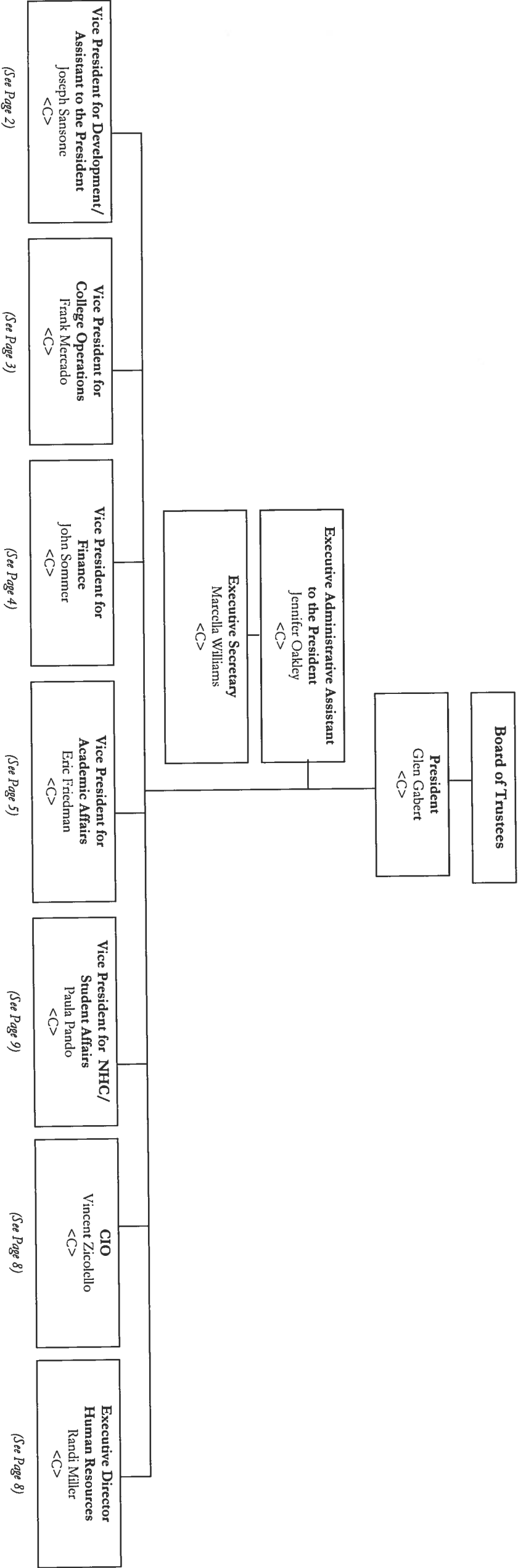
Page 11 Enrollment Services

Page 12 Student Financial Assistance

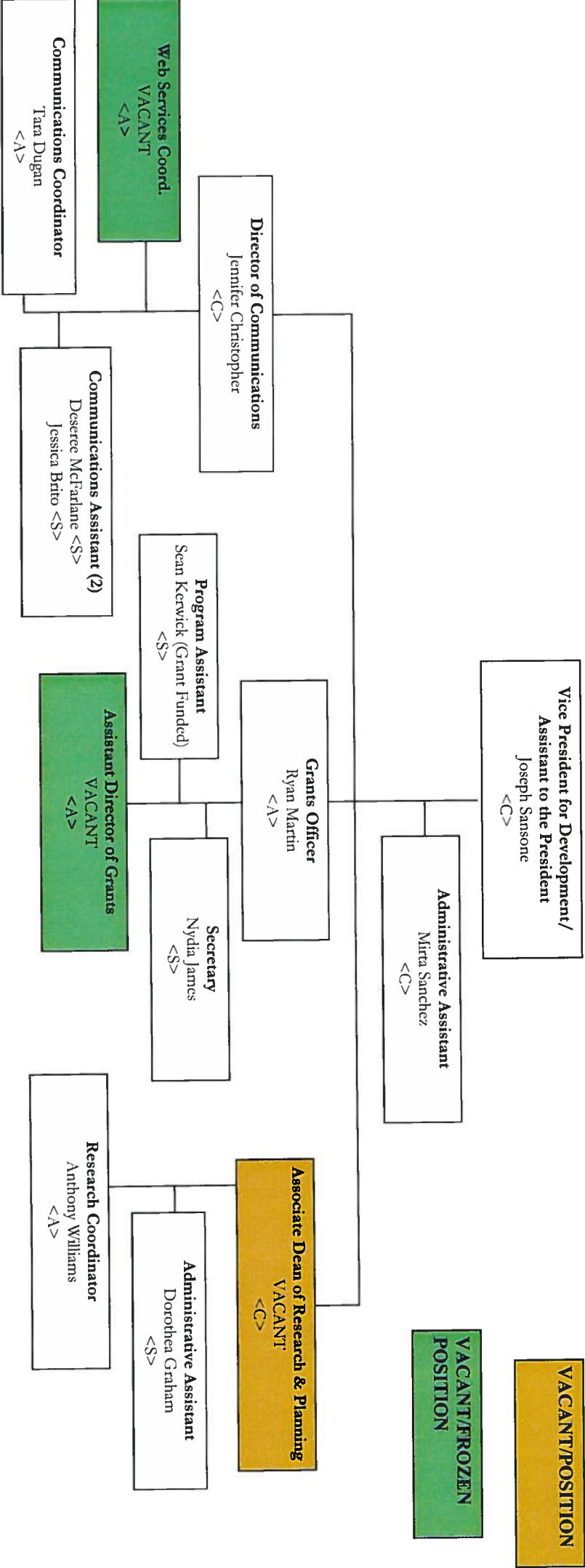
Page 13 North Hudson Center

PROPOSED ORGANIZATIONAL STAFFING TABLE FY13

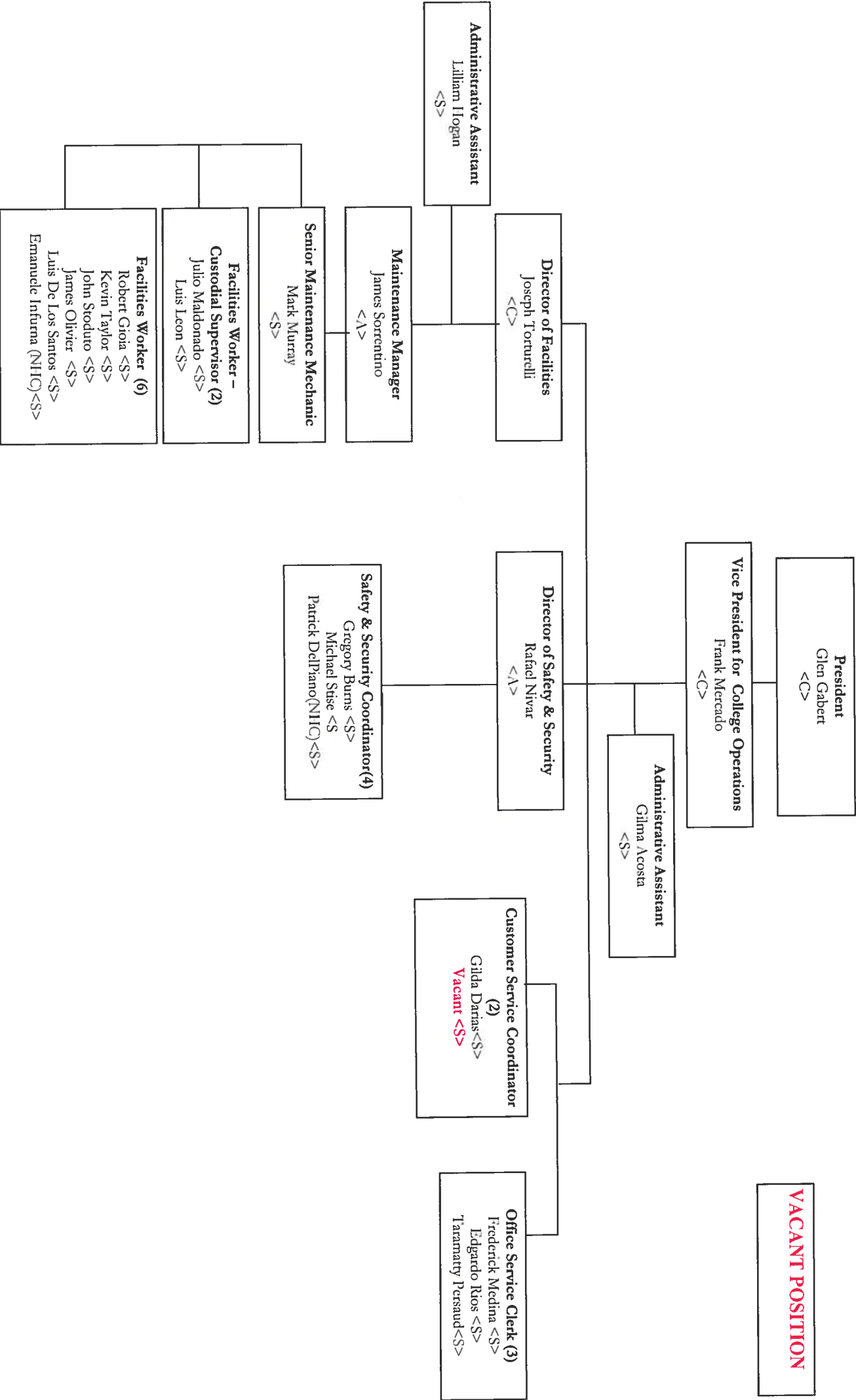
President and Executive Council



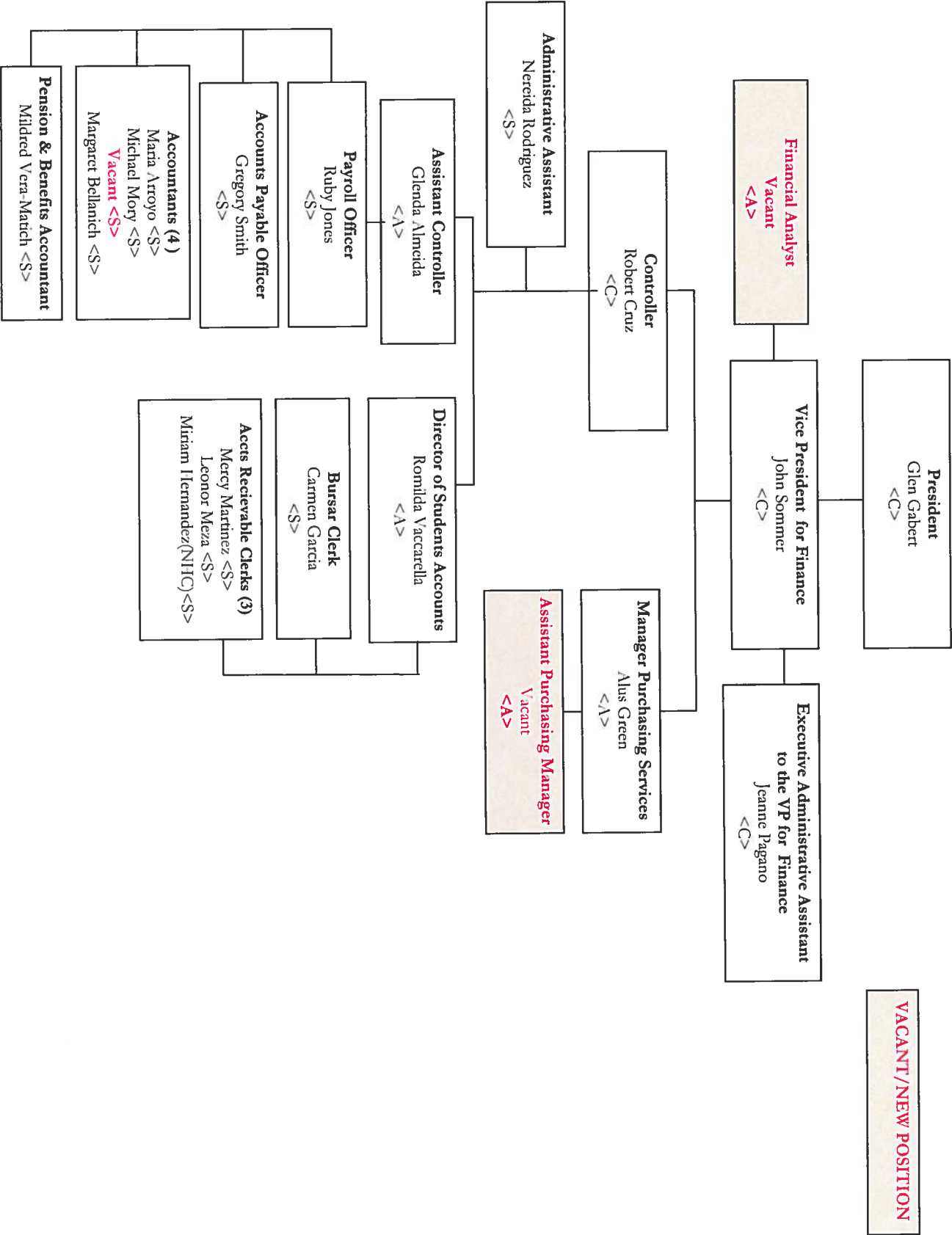
Vice President for Development / Assistant to the President/
Communications



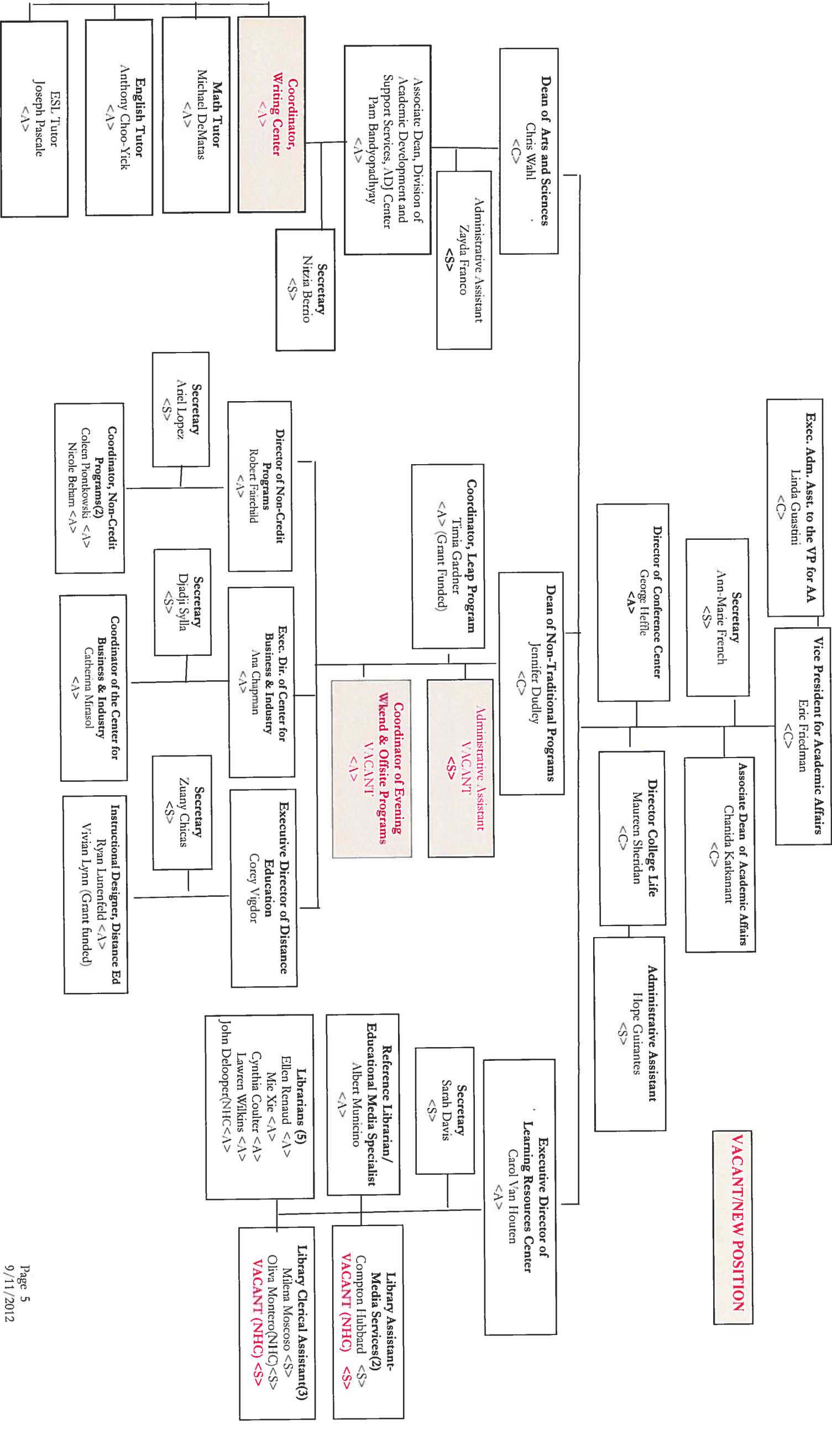
Operations



Finance

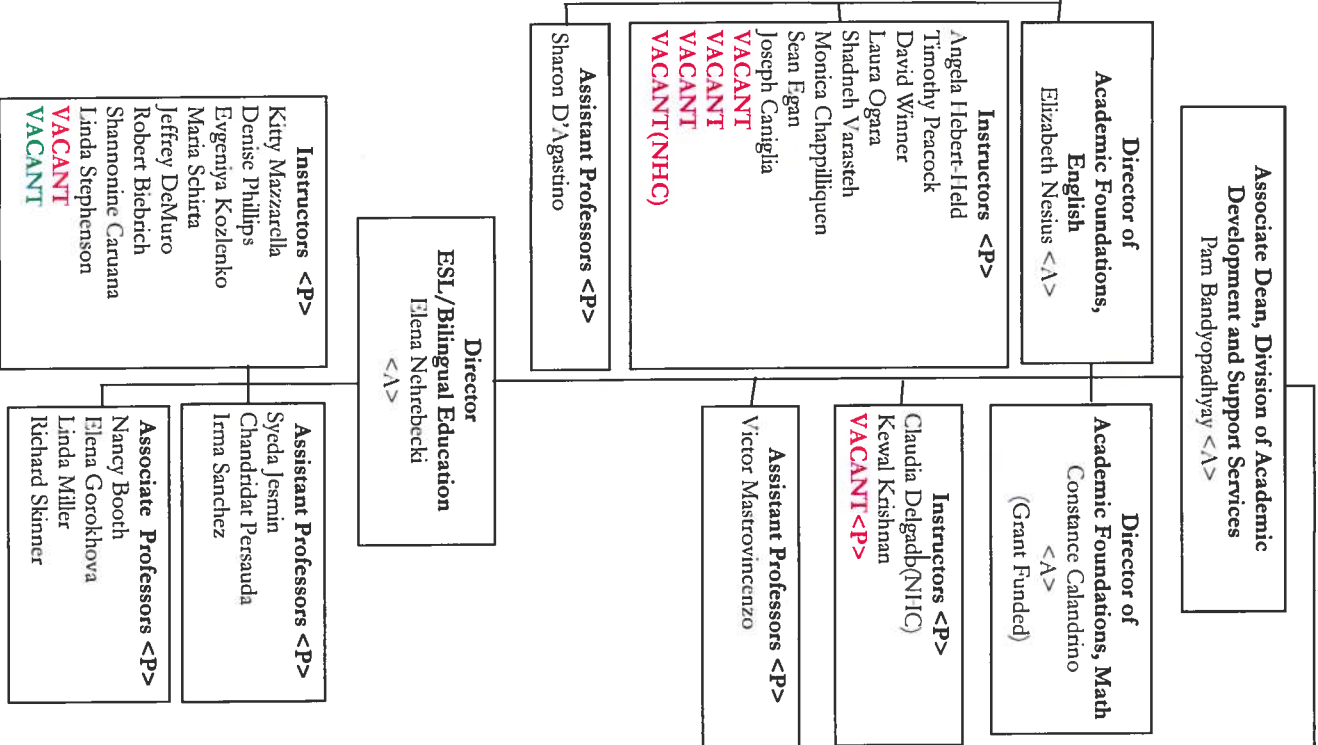


Division of Academic Affairs



VACANT/FROZEN POSITION

VACANT /
NEW POSITION



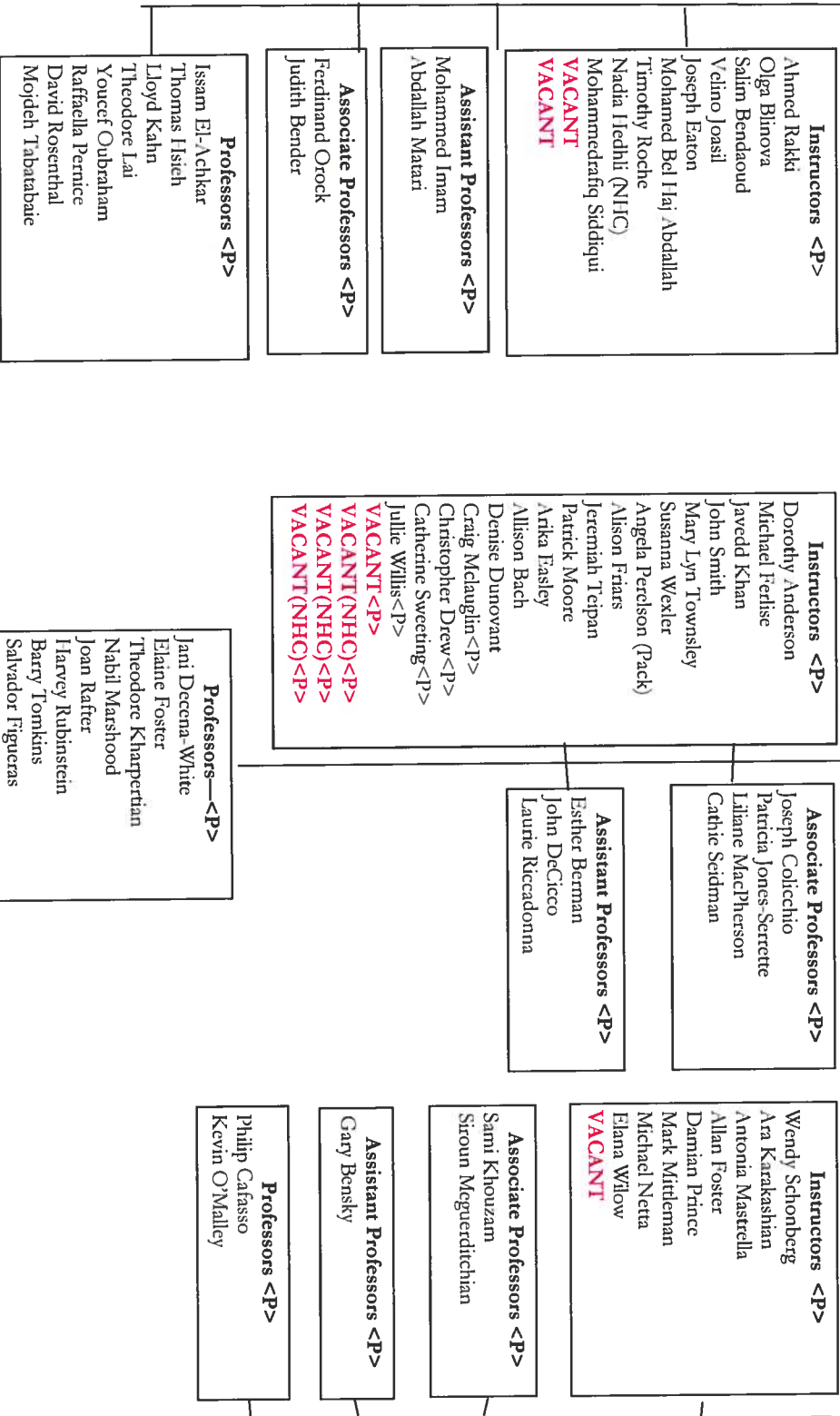
Academic Affairs / Faculty

Dean of Arts and Sciences
Chris Wahl
<C>

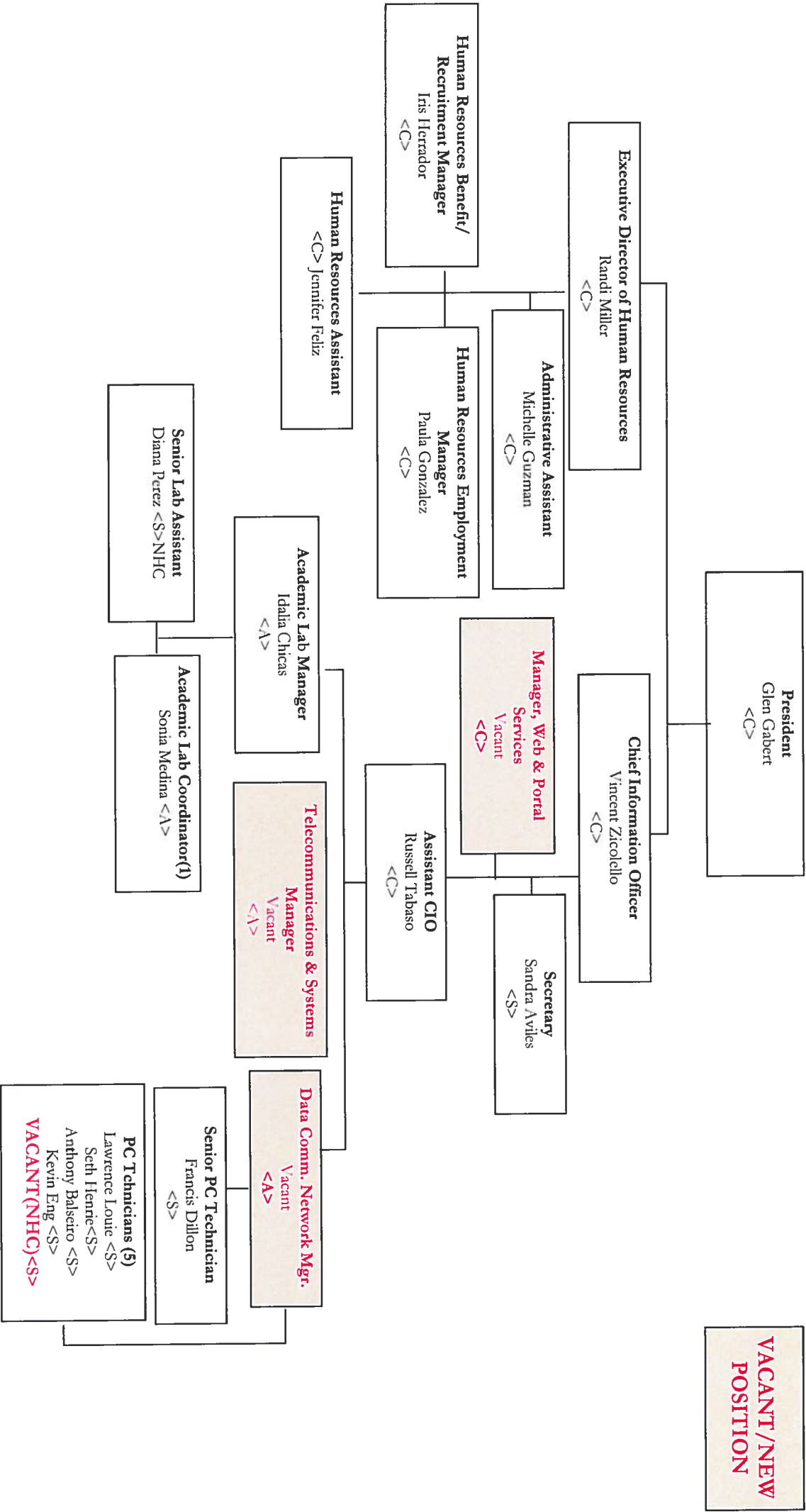
Associate Dean
Health, Science & Technology Division
Catherine Siangelo
<A>

Associate Dean
Humanities & Social Sciences
Linda Rodrigues
<A>

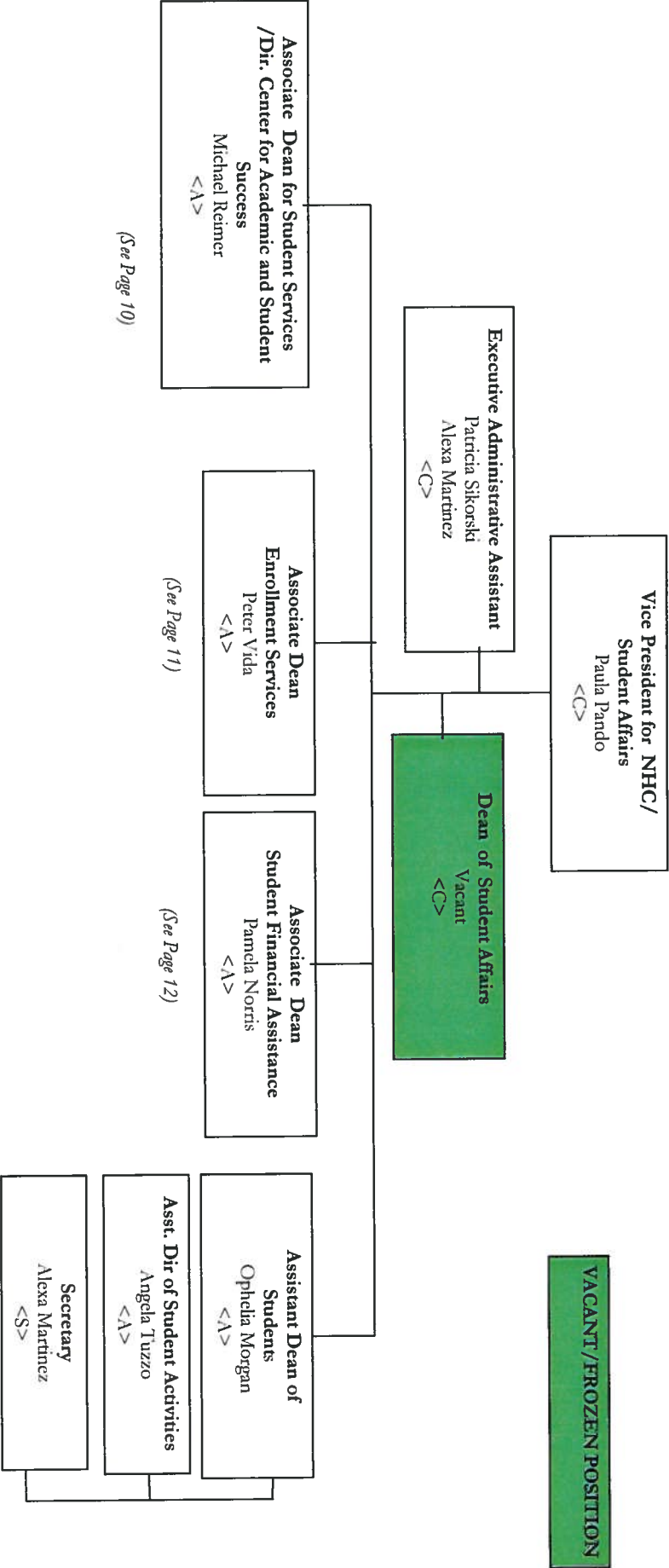
Assoc. Dean, Business, Culinary Arts
& Hospitality Management
Paul Dillon
<A>



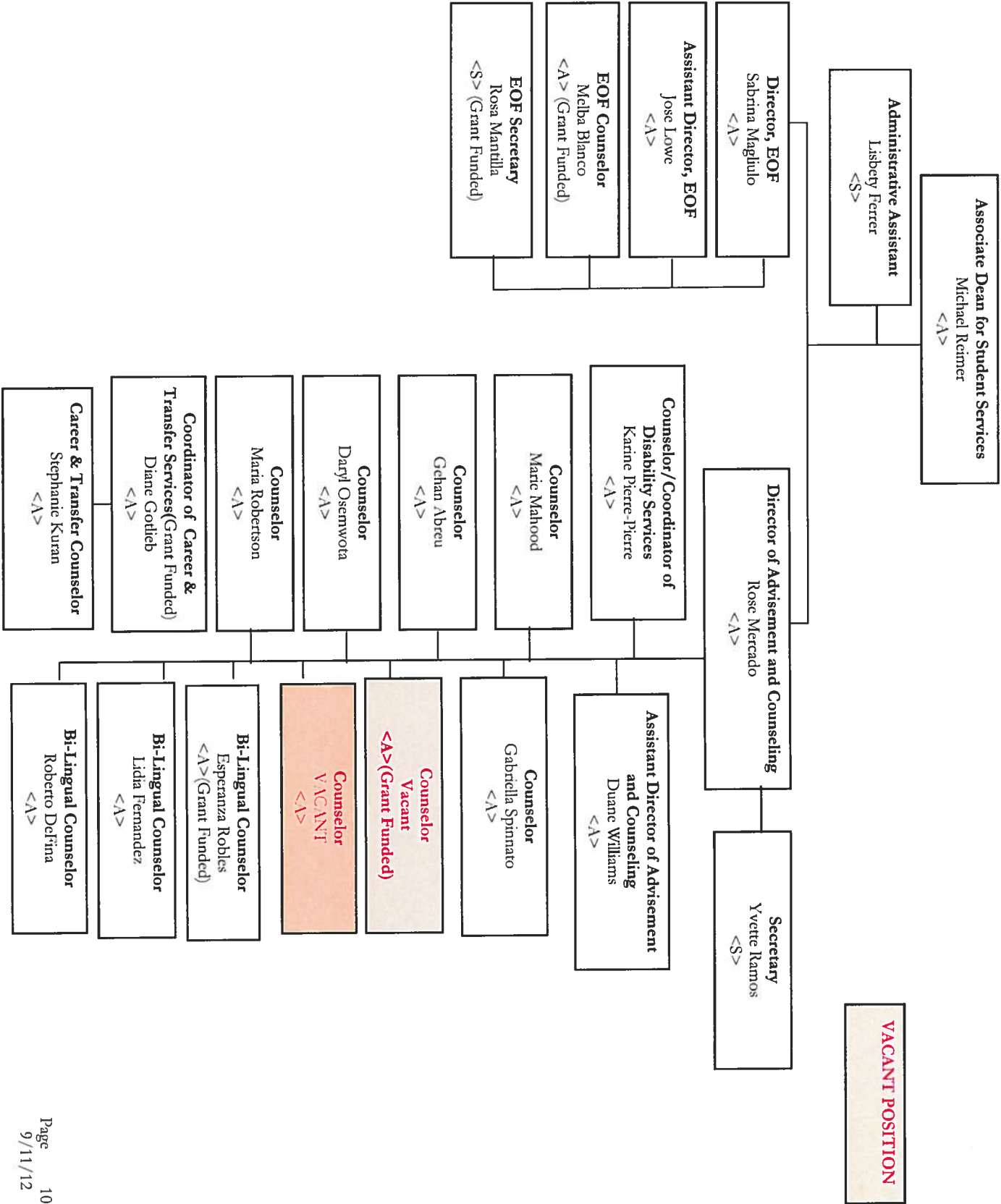
Human Resources & Information Technology



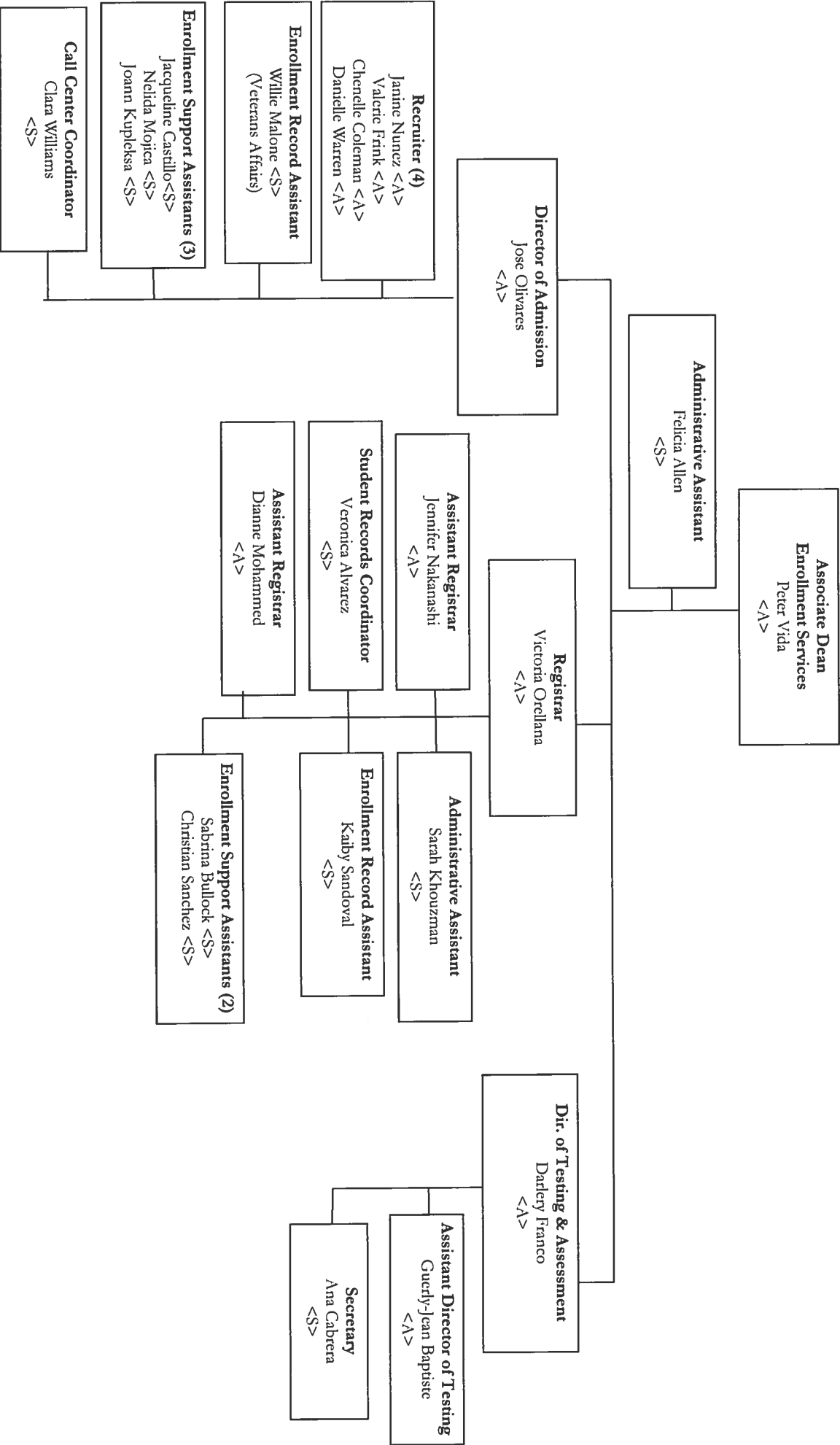
Division of Student Affairs



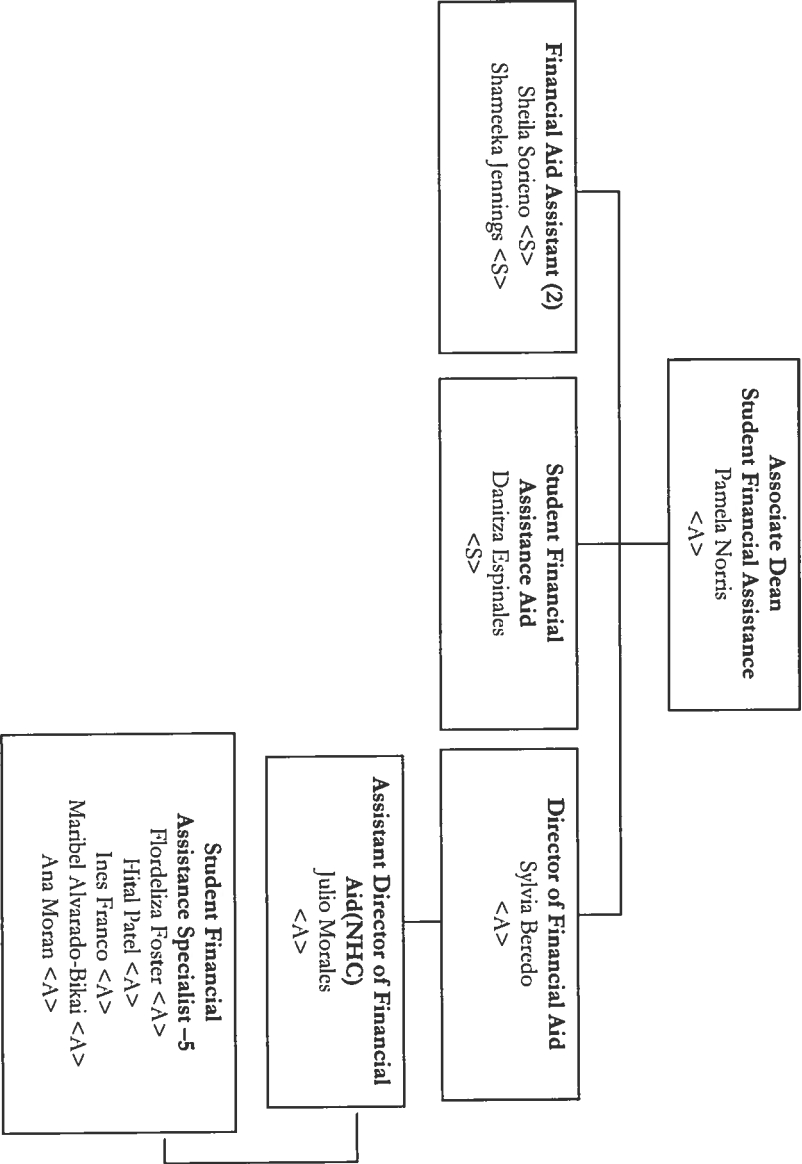
Student Services / Center for Academic & Student Success



Enrollment Services



Student Financial Assistance



NORTH HUDSON CENTER

