

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
November 22, 2016

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
James Fife, Trustee Emeritus
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Harold Stahl
Jahrell Thompson – Student Alumni Representative
Monica Tone

III. COMMENTS FROM THE PUBLIC Mr. Netchert

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

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS Dr. Gabert
1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts

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

VIII. PERSONNEL RECOMMENDATIONS Dr. Gabert

IX. ACADEMIC AND STUDENTS AFFAIRS Dr. Gabert

X. NEW BUSINESS Mr. Netchert

XI. ADJOURNMENT Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

<i>Kevin Callahan</i>	<u>PRESENT</u>
<i>Karen A. Fahrenholz</i>	<u>PRESENT</u>
<i>James Fife, Trustee Emeritus, ex officio</i>	<u>ABSENT</u>
<i>Glen Gabert - President, ex officio</i>	<u>PRESENT</u>
<i>Roberta Kenny</i>	<u>PRESENT</u>
<i>Joanne Kosakowski</i>	<u>PRESENT</u>
<i>Bakari Lee</i>	<u>PRESENT</u>
<i>William J. Netchert</i>	<u>PRESENT</u>
<i>Jeanette Peña</i>	<u>PRESENT</u>
<i>Adrienne Sires</i>	<u>ABSENT</u>
<i>Harold G. Stahl</i>	<u>PRESENT</u>
<i>Jahrell Thompson, Student Alumni Representative</i>	<u>PRESENT</u>
<i>Monica Tone</i>	<u>PRESENT</u>

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

RESOLUTION

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

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

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Kevin Callahan

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

Jennifer Dalley
Signature of Recorder

11-22-16
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

IV. CLOSED SESSION

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

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

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

- 1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s)
- 2) the general nature of such matter(s) to be discussed is as follows:

Personnel _____

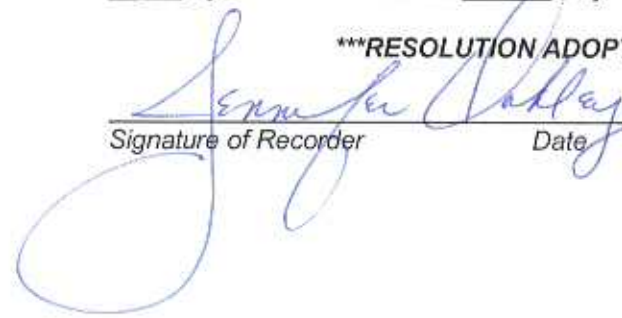
- 3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;
- 4) this resolution shall take effect immediately.

INTRODUCED BY:	<u>Bakari Lee</u>	MOTION TO RETURN 5:45 PM FROM CLOSED SESSION
		<u>William Netchert</u>
SECONDED BY:	<u>William Netchert</u>	<u>Bakari Lee</u>
DATE:	<u>November 22, 2016</u>	

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

9 Ayes..... 0 Nay

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

 _____ Signature of Recorder	<u> </u> Date
-----------------------------------------------------------------------------------------------------------------------	-------------------------------------

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Paula Pando - Update on enrollment and introduction of Enrollment Services Team.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of October 18, 2016 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of October 18, 2016.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: College Readiness Now III Grant Program

AGENCY: NJ Council of County Colleges

PURPOSE OF GRANT: An application was submitted requesting funding for the deployment of express bridge programs for juniors and seniors at different Hudson County high schools with the goal of bringing these students up to college level in reading, writing, math, and algebra. When these students successfully complete the bridge program, the goal is to recruit them into the HCCC LEAP program for dual enrollment status.

COLLEGE ADMINISTRATORS: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$41,000

TITLE: College Credit Now II Grant Program

AGENCY: NJ Council of County Colleges

PURPOSE OF GRANT: An application was submitted requesting funding for scholarships granting the payment of tuition and fees for Hudson County juniors and seniors that successfully complete the bridge programs outlined above in the College Readiness Now III Grant Program. Students must apply for the HCCC LEAP program to be eligible for the scholarships.

COLLEGE ADMINISTRATORS: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$20,000

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

INTRODUCED BY: Bakari Lee

SECONDED BY: Jeanette Peña

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

Jennifer Dalley
Signature of Recorder

11-22-16
Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
North Hudson Campus
Union City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES
October 18, 2016**

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, Jeanette Peña, Harold Stahl, and Monica Tone.

ABSENT: James Fife, Trustee Emeritus, (ex officio), Roberta Kenny, William Netchert, and Adrienne Sires.

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

HCCC Staff and Visitors present were: Eric Friedman, Dorothea Graham-King, Jenny Henriquez, Azhav Mahmood. Patrick Moore, Jennifer Oakley, Ferdinand Orock, Paula Pando, Yeurys Pujols, Ismael Randazzo, Qamar Raza, Vivyen Ray, Alexa Riano, and Marcella William.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC -None

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert congratulated Trustee Lee on his appointment as Chair of ACCT. Trustee Lee thanked President Gabert and Chairman Netchert for their leadership and support. He also thanked County officials for resolutions presented at the ACCT reception in New Orleans.

President Gabert gave the following dates for upcoming events:

- *October 27 – West Hudson Scholarship Committee Taste of Fall Dinner, Culinary Conference Center*
- *October 29th – Open House, Library Building, Journal Square Campus*
- *November 17 – Open House, North Hudson Campus*
- *December 1st – Foundation Gala – Culinary Conference Center*
- *December 8th – Hudson County Chamber Legends Ball, Liberty House Restaurant, Jersey City*

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of September 13, 2016.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Humanities Connection Grant
AGENCY: National Endowment for the Humanities
PURPOSE OF GRANT: The HCCC Humanities Connections Grant Team submitted the final proposal to the NEH for the Humanities Connections Grant Program. The proposal outlines our plans to develop collaborative learning hubs.
COLLEGE ADMINISTRATORS: Heather Devries, Joe Colicchio, Ryan Martin, and Chris Wahl
COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$97,000

Introduced by: Kevin Callahan
Seconded by: Karen Fahrenholz
7Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Rejecting Bids for Elevator Maintenance Services Contract,
2. Award for a Construction Manager,
3. Real Estate Counsel Services for Fiscal Year 2017,
4. Award to Install Hardware Equipment,
5. Award to Install Hardware Equipment,
6. Award to Install Hardware Equipment,
7. Award to Install 3 Sharp 70" TV Displays,
8. Second- One Year Contract Renewal for FLIK Hospitality Group,
9. Resolution Authorizing the Renewal of the Blackboard Learning Essentials Bundle,
10. Resolution Authorizing the Renewal of the Blackboard Help Desk and Student Password Reset Service,
11. Purchase of Integrated Library System (ILS. Vendor for Library for FY 2017 to FY2019,
12. Resolution Authorizing the Award of Service of Hudson County Sheriff Department for FY 2017,
13. Resolution Authorizing the Award of a Subscription Service for the Library,
14. Affiliation Agreement between St. Ann's Home and HCCC for the Certified Nurse Aide Program,
15. Affiliation Agreement between North Hudson Community Action Corporation and HCCC for the Practical Nursing Program,
16. New Dell Computers and equipment for upgrade to G102 computer lab, and
17. Resolution Authorizing the Award of Services from Tyco SimplexGreinnell

Introduced by: Bakari Lee
Seconded by: Jeanette Peña
7 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Monteria Bass	Health Professions Coordinator	9/16/2016
Steve Mercado	Admissions Recruiter	9/23/2016
Phoebe Michail	Admissions Recruiter	9/23/2016
Joy Smith	Director of EOF	9/23/2016
Maria Guzman	Secretary, Social Sciences	9/30/2016
Romilda Vaccarella	Director of Student Accounts	9/30/2016
Nicholas Jones	Counselor	10/04/2016
Carol Van Houten	Dean of College Libraries	10/31/2016

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Leonid Freydin	Lead Electrician	10/19/2016 (pro-rated)	\$70,000.00
Matthew Fessler	Director of Admissions	10/19/2016	\$65,000.00
Aniesa Atiyeh	Counselor	10/19/2016	\$48,000.00 (pro-rated)
Jenny Henriquez	Counselor	10/19/2016	\$48,000.00 (pro-rated)
Toni Bennett	Accountant	10/19/2016	\$42,000.00 (pro-rated)

3. TEMPORARY FULL-TIME ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Valine Braña	Secretary	10/19/2016	\$30,000.00
Tim Brown	Admissions Recruiter	10/19/2016	\$38,000.00

4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Usha Wadhvani	Instructor, English	08/15/2016 12/31/2016	\$22,108.50 (pro-rated)
Victor Moruzzi	Instructor, CBI	10/19/2016 12/31/2016	\$22,108.50 (pro-rated)

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:
 OCTOBER 18, 2016– DECEMBER 31, 2016.**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
DRENNAN	DANIEL	LIBRARY	PT LIBRARIAN	PTLRN-150510	C. VAN HOUTEN
FRENCH	ED STONE	ACAD SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SHAH	SHIVANI	ACAD SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MONTALVO	JOSE	GRANTS	PT INSTRUCTOR	PTINST-601076	C. MIRASOL
ALPHONSE	PEGGY	BUS, CUL & HOSP	RECEIVING CLERK	RECLERK-101030	P. DILLON
CADIGAN	ROBERT	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
BAEZ	MATTHEW	EDUCATIONAL OPPORTUNITY FUND	OFFICE ASSISTANT	OFFAST-150515	J. LOWE
PRIVAT	VIERGELINE	EDUCATIONAL OPPORTUNITY FUND	OFFICE ASSISTANT	OFFAST-150515	J. LOWE

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
O’GARA	LAUREN	COMMUNITY ED	PT COORDINATOR	CORDNPT-102025	J. NAVAS
CONTLA	HAIDE	DEAN OF INST/SCI	OFFICE ASST	OFFAST-101005	J. MARLIN
BRAN	ANGELICA	ACAD SUPPORT SERVICES	TUTOR	TUTOR0150505	P. BANDYOPADHYAY
JOHNSON	JAMAR	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO

6. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS FALL 2016.

LAST NAME	FIRST NAME	DEPARTMENT
MELLEBY	NICOLE	ACADEMIC FOUNDATIONS – ENGLISH
KAUR	AVNEET	ACADEMIC FOUNDATIONS – MATH
SHERIDAN	RUTH	ACADEMIC FOUNDATIONS – MATH
ONWUCHEKWA	MICHAEL	ACADEMIC FOUNDATIONS – MATH
NATROSHVILI	TAMAR	ALLIED HEALTH
WILLIAMSON MCKIE	TANEYA	BUSINESS, CULINARY AND HOSPITALITY

GANAPIN	DELFIN	ENGLISH
FRAZIER	CLINTON	ENGLISH
REIZIS	NATASHA	ENGLISH
SUNGKAKITKORANE	ANCHALEE	ENGLISH
POSLUSNY	SUSAN	ENGLISH
BEAUFORT	KARA	ENGLISH
NURSE	BRIANA	ENGLISH
BURKE	ELAINE	ESL
KOCHUT	MARY ANNE	HUMANITIES
KRUPP	JON	HUMANITIES
STATELLA	LANA	SOCIAL SCIENCES
ARENA-PICCOLI	JULIE	SOCIAL SCIENCES
OMELIA	GINA	SOCIAL SCIENCES
KWAME	OWUSU	STEM
YUHAS	CATHERINE	STEM
ONDIEKI	DANIEL	STEM
ZLOTKIN	HOWARD	STEM

Introduced by: Joanne Kosakowski
Seconded by: Karen Fahrenholz
 7 Ayes.....0 Nays *Resolution Adopted*

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS - None

XI. ADJOURNMENT 5:15 P.M.

Introduced by: Jeanette Peña
Seconded by: Harold Stahl
 7 Ayes.....0 Nays *Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution for the Purchase of Accuplacer Exams for Fiscal Year 2016

WHEREAS, the Hudson County Community College Testing Department has a need to purchase Accuplacer Exams for Fiscal Year 2016; and

WHEREAS, this service is exempt for bidding pursuant to N.J.S.A. 18 A:64A-25.5(2); 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, College Board of New York, New York is the proposed vendor to provide these services at a total cost not to exceed \$80,000; and

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

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

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve the award of College Board as described herein at a cost not to exceed \$80,000.

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

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

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

WHEREAS, the anticipated term is fiscal year 2017; and

WHEREAS, Jewel Electric Supply of Jersey City, NJ (NJ State Contract Number 85578) is the proposed vendor to provide these supplies at a cost not to exceed \$67,000; and

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Jewel Electric Supply as described herein at a cost not to exceed \$67,000.

3. Affiliation Agreement between Alaris Health at Hamilton Park and HCCC – Certified Nurse Aide Program

WHEREAS, the College currently offers a certified nurse aide program that requires clinical practicums; and

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

WHEREAS, the College has established an approved certified nurse aide program and desires to develop a clinical affiliation with Alaris Health, located at 525 Monmouth Street, Jersey City, NJ for purposes of providing clinical experience to students; and

WHEREAS, the anticipated term is two years; and

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

NOW, THEREFORE, BE IT RESOLVED that the College may enter into this affiliation agreement with Alaris Health at Hamilton Park for the purposes of clinically educating Hudson County Community College students.

4. Resolution Authorizing the Purchase of Instructional Technology

WHEREAS, the College's Grants Department and Health, Science and Technology Division have a need to purchase the Laerdal SimBaby Manikin + Link Box; and

WHEREAS, this technology will educate students by simulating clinical settings; and

WHEREAS, this service is exempt for bidding pursuant to N.J.S.A.18A:6A-25.5(3) as a sole source provider of this technology; 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, Laerdal Inc., of Wappingers Falls, NY is the proposed vendor to provide this technology at a cost not to exceed \$46,601; and

WHEREAS, the cost of this technology will be funded from the Perkins Grant of FY'17; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Laerdal Inc. as described herein at a cost not to exceed \$46,601.

5. Resolution Authorizing the Purchase Colleague self-service system

WHEREAS, the College has a need to purchase the colleague self-service financial aid license and maintenance; and

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

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

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

WHEREAS, the anticipated term is one year; and

WHEREAS, Ellucian of Chicago, IL is the proposed vendor to provide this software, at a total cost not to exceed \$19,000; and

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

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Ellucian as a pay-to-play vendor as described herein at total cost not to exceed \$19,000.

6. Dinner Sponsor for Annual College Foundation Dinner 2016

WHEREAS, The Administration recommends that the College be a sponsor for the annual Holiday Foundation Dinner held on December 1, 2016; and

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

WHEREAS, the sponsorship will include a table for 10 (ten), a scholarship donation of \$4,800, and a full page journal ad in the family recipe journal, at a total cost not to exceed \$26,000; and

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

WHEREAS, the Administration and the Finance Committee recommend this sponsorship; and

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve this sponsorship for the Annual Holiday Foundation Dinner for the calendar year 2016 as described herein at a cost not to exceed \$26,000.

7. Resolution authorizing the award of library consulting services to the Hudson County Community College libraries

WHEREAS, the College has need to engage the services of a temporary library and administrative professional to oversee library operations while a national search is conducted to replace the Dean, College Libraries; and

WHEREAS, ProLibra Associates, has experience staffing libraries and information centers in higher education for both temporary and long-term engagements; and

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

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

WHEREAS, ProLibra Associates, Inc. will assign David Hargrove (retired Dean of Libraries for Rutgers University) to provide these services at a cost not to exceed \$20,000 (\$48.17 per hour); and

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

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

NOW THEREFORE, BE IT RESOLVED that the Board of Trustees of the Hudson County Community College authorizes the purchasing agent to approve ProLibra Associates, herein at cost not to exceed \$20,000.

8. Resolution for the Natural Gas Supply Service Agreement

WHEREAS, the Passaic County's Board of Chosen Freeholders has authorized this contract by resolution as the result of competitive public bidding pursuant to Local Public Contracts Law, N.J.S.A 40A:11 et seq.; and

WHEREAS, the bid specifications included those estimated quantities of natural gas supply service ("Full Requirements Service") needed by the County; and

WHEREAS, certain federal and New Jersey Statutes and administrative Rules and Regulations govern the natural gas utility industry in New Jersey (generally, the "Applicable Legal Authorities"); and

WHEREAS, certain of the Applicable Legal Authorities provide for the restructuring of the natural gas industry in the State of New Jersey (the "State") from that of a regulated public utility service to allow access to the natural gas public utility's local distribution system by entities that have successfully completed the licensing process set forth in the Applicable Legal Authorities; and

WHEREAS, the Supplier is licensed to provide Full Requirements Service to customers in the State, and has been issued Board License Number CSL-0013; and

WHEREAS, the Applicable Legal Authorities provide that with implementation of such access to the Local Distribution Company's local distribution system, the Local Distribution Company will continue to serve as the exclusive natural gas distribution provider within its Service Territory; and

WHEREAS, in accordance with the Applicable Legal Authorities, customers may purchase Full Requirements Service from licensed suppliers; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees does hereby authorize the Hudson County Community College to enter into agreement with the County of Passaic, New Jersey and South Jersey Energy Company.

RESOLUTION:

NOW THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1-8:** 1) Resolution for the Purchase of Accuplacer Exams for Fiscal Year 2016, 2) Resolution Authorizing the Purchase of Electrical Supplies for the College, 3) Affiliation Agreement between Alaris Health at Hamilton Park and HCCC – Certified Nurse Aide Program, 4) Resolution Authorizing the Purchase of Instructional Technology, 5) Resolution Authorizing the Purchase Colleague self-service system, 6) Dinner Sponsor for Annual College Foundation Dinner 2016, 7) Resolution authorizing the award of library consulting services to the Hudson County Community College libraries, and 8) Resolution for the Natural Gas Supply Service Agreement.

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

11-22-16
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ryan Martin	Grants Officer	12/31/2016

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>
Leslie A. Lang	Director of Student Accounts (Bursar)	11/23/2016	\$75,000.00 (pro-rated)

Note: *This is an approved position. This is a replacement for Romilda Vacarella.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Maurice Dasent	Lead HVAC/Oiler Mechanic	11/23/2016	\$70,000.00 (pro-rated)

Note: *This is a new position.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Tieka Harris	Director of EOF	11/23/2016	\$65,000.00 (pro-rated)

Note: *This is an approved position. This is a replacement for Joy Smith.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Michael Carchia	Counselor	11/23/2016	\$48,000.00 (pro-rated)

Note: This is an approved position. This is a replacement for Nicholas Jones.

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

3. TEMPORARY FULL-TIME ASSIGNMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Royal Ross	Assistant to the Associate Dean for School & College Relations	11/23/2016-02/28/2017	\$40,000.00

Note: This is an approved position.

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

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: NOVEMBER 22, 2016 – JUNE 30, 2017.

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
VELA	DIANA	HUMAN RESOURCES	OFFICE ASSISTANT	OFFAST-253020	V. RAY
ALMANZAR	MARSELLY	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR	S. MAGLIULO
STODDART	MALEKA	CONTROLLER	PT PAYROLL ASSISTANT	OFFAST-253015	G. SIMS
BILODEAU	JENNIFER	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
CAMPO	ANTHONY	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
D'MARCO	CHRISTOPHER	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
PERDERSON	GRAY	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SANTIZO	ALBERT	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
WALLACE	ANN	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
HUYNH	JOSEPH	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
RARO	JUSTIN	CULTURAL AFFAIRS	GALLERY ASSISTANT	GALAST-255011	M. VITALE
TORRES	NEYLA	COMMUNICATIONS	OFFICE ASSISTANT	OFFAST-254055	J. CHRISTOPHER
ALBERT	KAITLYN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
BATOOL	SYEDA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
MARTINEZ	GABRIEL	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PARMAR	MAYUR	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	DEEP	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	RAJ	INFOR TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
BYRD	LORI	GRANTS	TAACCCT INSTRUCTOR	GRAINS-601077	C. MIRASOL

FRANE	GRISELDA	GRANTS	TAACCCT INSTRUCTOR	GRAINS-601077	C. MIRASOL
AHMAD	AMNA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
GHACHAM	LAYLA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
LOPEZ	CATHERINE	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
USMANI	IQRA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA

CONTINUING PART TIME HIRES

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
FERREIRA	ESTAFANY	FINANCE	ACCOUNTS RECEIVABLE CLERK	ACCRCV-253015	G. SIMS
SOEKHRAM	SHARON	FAC & STAFF DEV	STUDENT ASSISTANT	STUAST-252005	L. WILLIAMS
MARULANDA	ANTHONY	COMMUNICATIONS	OFFICE ASSISTANT	OFFAST-254055	J. CHRISTOPHER
ROOFE	SEAN	CULTURAL AFFAIRS	PROGRAM COORDINATOR	PROCORD- 255011	M. VITALE
JAVED	SEEMAL	CULTURAL AFFAIRS	GALLERY ASSISTANT	GALAST-255011	M. VITALE
MOKDESSI	MONA	TESTING & ASSESSMENT	TESTING AIDE	TAIDE-200530	D. FRANCO
WOOTEN	TAUNDRRA	TESTING & ASSESSMENT	TESTING AIDE	TAIDE-200530	D. FRANCO
CHAVEZ	JANET	STUDENT AFFAIRS	FACULTY/STAFF DEVELOPMENT	FSDAST-252030	P. PANDO
PACOL	GAIL	STUDENT AFFAIRS	OFFICE ASSISTANT	OFFAST-252030	A. RIANO
CRUZ	MICHELLE	AF-MATHEMATICS	OFFICE ASSISTANT	OFFAST-101041	C. CALANDRINO
GUZMAN	KARINA	AF-MATHEMATICS	OFFICE ASSISTANT	OFFAST-101041	C. CALANDRINO
NAVEED	KINZA	AF-MATHEMATICS	OFFICE ASSISTANT	OFFAST-101041	C. CALANDRINO
AWADEH	NIJMA	ESL/BILINGUAL	STUDENT ASSISTANT	STUAST-101035	E. NEHREBECKI
GONZAGA	CYNTHIA	ESL/BILINGUAL	OFFICE ASSISTANT	OFFAST-101035	E. NEHREBECKI
VALCARCEL	PAOLA	ESL/BILINGUAL	OFFICE ASSISTANT	OFFAST-101035	E. NEHREBECKI
AHMAD	TAHRIER	CTR FOR BUS & IND	OFFICE ASSISTANT	OFFAST-103005	C. MIRASOL
ALKUINO	MICHAELANGELO	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
BANZON	AMELIA	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
BAXER	PAUL	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
CARVAJAL	JUAN	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
CHITTY	SHAWN	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
COTO	HECTOR	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
CULLEN	SEAN	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
DAVIS	DANA	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
DIAW	CHIMERE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
ELLERBE	JANICE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
ERVIN	DORIS	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
GALLI	KAREN	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
GAMBINO	RUSSEL	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL

GAVIRIA	DORISNEIDA	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
HAMER	ROBERT	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
MELLENO	CHRISTINE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
MORUZZI	VICTOR	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
MUNIZ	ALEXIS	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
HEFELLE	GEORGE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
LIBUTSI	JOHNSTONE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
ODEN	RUTH	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
PERALES-GEVERO	AILENE	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
ROSENBERG	STUART	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
SAUNDERS	DANIEL	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
THOMAS	MORRIS	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
VALCARCEL	ALICIA	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
WADHWANI	USHA	CTR FOR BUS & IND	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
YASHAYEVA	SAMAYA	CTR FOR BUS & IND	PT COORDINATOR	PTCORD-103005	C. MIRASOL
ABUAWADA	SARA	NORTH HUDSON CAMPUS	OFFICE ASSISTANT	OFFNHC-252030	Y. PUJOLS
GALVEZ	DIANA	NORTH HUDSON CAMPUS	OFFICE ASSISTANT	OFFNHC-252030	Y. PUJOLS
MARTINEZ	KAITLAN	NORTH HUDSON CAMPUS	OFFICE ASSISTANT	OFFNHC-252030	Y. PUJOLS
ROBLES	HEIDI	NORTH HUDSON CAMPUS	OFFICE ASSISTANT	OFFNHC-252030	Y. PUJOLS
ARTHUR	WHITNEY	STUDENT ACTIVITIES	OFFICE ASSISTANT	OFFAST-701000	A. SANAI
HAYES	JENNIFER	STUDENT ACTIVITIES	OFFICE ASSISTANT	OFFAST-701000	A. SANAI
MARTIN	KYARA	STUDENT ACTIVITIES	OFFICE ASSISTANT	PRGAST-701000	A. SANAI
SANDOVAL	GENESIS	STUDENT ACTIVITIES	OFFICE ASSISTANT	PRGAST-701000	A. SANAI
BAKHEET	HUSSEIN	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
DERTEANO	GLORIA	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
ELKHOLY	MARIAM	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
HELMY	MOHAMED	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
JAMES	SHEILA	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
LUMBSDEN	DWAYNE	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
POLK	CHARLES	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES
SANDERS	INDRA	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM- 252010	M. TORRES

SANTIAGO	LUIS	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM-252010	M. TORRES
TESTA	GEORGE	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM-252010	M. TORRES
WIGGINS	JAMES	EVE/WKND & OFF SITE SERVICES	EVENING/WEEKEND ADMINISTRATOR	EWKADM-252010	M. TORRES
BORDONE	JAMES	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
BROOKS	CLIFFORD	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
COX	JAMES	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
DODDS	JOHN	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
DRENNAN	DANIEL	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
GAWCHIK	MARTHA	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
MUHI	AMORFINA	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
ODEH	HUSSEIN	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
PATEL	KIRAN	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
PU	JENNIE	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
SOVA	CATHLEEN	LIBRARY	PT LIBRARIAN	PTLRN-150510	J. DELOOPER
ABON	EUSEBIO	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
AWAD	VIVIAN	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
ELGEBILY	SOHIR	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
GONSALVES	DEVIKA	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
LOISEAU	MIKE	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
NELSON	JEANETTE	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
OUBRAHAM	NOUARA	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
SAHADEO	KRISHNA	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
TUBUNGBANUA	ANGELITA	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
VARGAS	ERNESTINA	LIBRARY	PT LIBRARIAN ASSOC	PTLRASO-150510	J. DELOOPER
BUSTAMANTE	KENNY	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
JOHN-LEWIS	AKIM	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
MUENTES	STEPHANIE	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
PITRE	NESTOR	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
REYES	RIKKI	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
RICHARD	ROBERT	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
SANCHEZ	LOTTA	LIBRARY	PT LIBRARY ASSOC(T)	PTLRTEC-150510	J. DELOOPER
SAMID	HAYA	NON-TRADITIONAL PROGRAMS	OFFICE ASSISTANT	OFFAST-102005	A. CHAPMAN
STONE	ALEXANDRIA	NOT-TRADITIONAL PROGRAMS	OFFICE ASSISTANT	OFFAST-102005	A. CHAPMAN
NAIK	DHAVAL	INFO TECHNOLOGY	PC TECHNICIAN	PTTECH-253025	I. CHICAS
PATEL	JIGAR	INFO TECHNOLOGY	PC TECHNICIAN	PTTECH-253025	I. CHICAS
PATEL	PARTHKUMAR	INFO TECHNOLOGY	PC TECHNICIAN	PTTECH-253025	I. CHICAS
BRAVO	KENNY	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
CERVANTES	SINDY	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ

DESCHAMPS	ANTHONY	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
FARUQUE	MAHA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
FARUQUE	MOHAMMAD	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
FAYYAZ	KOMAL	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
FERNANDEZ	THERESE	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
FORTUNA	BALMER	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
GREENBER-KERWICH	MAX	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
HARDING	PAULA-KAY	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
HERNANDEZ	MAYDELIN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
JANDIK	JUSTIN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
JOHNSON	KATHERINE	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
MARQUEZ	RON-NIE DERICK	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	AENAL	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	DHRUVIK	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	KIRTAN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PATEL	MITUL	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
POLANCO	O'NEAL	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
PUEBLA	EUNICE	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
RAMOS	JONATHAN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
RODRIGUEZ	MARIA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
ROJAS	LEONARDO	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
SAMANIEGO	JUAN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
INSUASTI	KEVIN	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
SANCHEZ	STEPHANIE	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
SHETH	MEET	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
SUAREZ	SELENA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
TABORA	HEATHER	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
URIBE	DANIEL	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
VAGHANI	MANASVI	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
VELASQUEZ	CAMILA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
VELASQUEZ	ANA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
VILLAMARIN	VALERIA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
VILLALTA	MELISSA	INFO TECHNOLOGY	INST LAB ASSISTANT	ISTLAB-253025	D. PEREZ
ABDULLAH	SIRHAN	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
ALZABI	ISMAIL	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
COLEMAN	RITA	GRANTS	CNA EVALUATOR	CNAEVAL-601077	C. MIRASOL
EUSEBIO	ANA	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
EVANS	FREDERICA	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
HOLDER	GABRIEL	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
LIBUTSI	JOHNSTONE	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL

MUNIZ	ALEXIS	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
PLOOM	LAVERNE	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
ROSS-REED	KIM	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
WILLIAMS-AYCOX	PAULA	GRANTS	INSTRUCTOR	GRAINS-601077	C. MIRASOL
ADEWUMI	AMINATA	ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ACSSWP-601083	P. BANDYOPADHYAY
BRODY	JACQUELINE	ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ACSSWP-601083	P. BANDYOPADHYAY
MCFARLANE- EDWARDS	JANET	ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ACSSWP-601083	P. BANDYOPADHYAY
PERRY	MARK	ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ACSSWP-601083	P. BANDYOPADHYAY
ABDELAZIZ	MARWA	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-10201	J. NAVAS
ANKRAH	EMMANUEL	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
ARENA	STEPHANIE	COMMUNITY EDUCATION	PT INSTRUCTOR	PTHW-102025	J. NAVAS
AVILES	LILLIAN	COMMUNITY EDUCATION	DISHWASHER	CACEDW-102010	J. NAVAS
BANZON	AMELIA	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC0102010	J. NAVAS
BEHMAN	NICOLE	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
CADIGAN	ROBERT	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
CHAPMAN	ANA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-103005	C. MIRASOL
CHOI	JOCELYN	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
DEPHILLIPS	LAUREN	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
ERIKSSON	THERESA	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	J. NAVAS
GILLIAM	TANYA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTHW-102025	J. NAVAS
GILLIAM	TANYA	COMMUNITY EDUCATION	PT INSTRUCTOR	NJCUPTH- 102025	J. NAVAS
GUERRA	CARMEN	COMMUNITY EDUCATION	PT COORDINATOR	PTCORD-102010	J. NAVAS
LITCHMAN	MARTIN	COMMUNITY EDUCATION	PT INSTRUCTOR	NJCUPTH- 102025	J. NAVAS
MARTINEZ	STEPHANIE	COMMUNITY EDUCATION	CUSTOMER SERVICE ASSISTANT	CSTAST-102010	J. NAVAS
MINAYA-MENDEZ	NOEMI	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
MINAYA-MENDEZ	NOEMI	COMMUNITY EDUCATION	OFFICE ASSISTANT	OFFAST-102010	J. NAVAS
MUNIZ	ALEXIS	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS

NUNEZ	VIRGINIA	COMMUNITY EDUCATION	CUSTOMER SERVICE ASSISTANT	CSTAST-102010	J. NAVAS
ODEN	RUTH	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
ODEN	RUTH	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
PASCALE	FRANK	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	J. NAVAS
PAYNE	COURTNEY	COMMUNITY EDUCATION	PT INSTRUCTOR	CACEINS-102010	J. NAVAS
PERALES-GEVERO	AILENE	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
REYES	HARETON	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
SAMBULA	LISA	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
VALCARCEL	ALICIA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
YAGOUBI	SALIHA	COMMUNITY EDUCATION	PT INSTRUCTOR	ESLC-102010	J. NAVAS
YAGOUBI	SALIHA	COMMUNITY EDUCATION	PT INSTRUCTOR	PTINST-102010	J. NAVAS
ALMAHDY	HANA	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
ASHAMALLA	MARCO	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
CANIGLIA	JOSEPH	ADJ/ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ADJWP-150505	P. BANDYOPADHYAY
CARUANA	SHANNONINE	ADJ/ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ADJWP-150505	P. BANDYOPADHYAY
GALANG	NOR THERESA	ADJ/ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GERGS	RAFLAA	ADJ/ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GONZALEZ	ROBERT	ADJ/ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
IMRAN	JAISHA	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
JAVED	MOHAMMED	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
KOZLENKO	EVGENIYA	ADJ/ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ADJWP-150505	P. BANDYOPADHYAY
LEON	CHRISTIAN	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
NAQI	SYED	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
PAGAN	DIMARIE	ADJ/ACADEMIC SUPPORT SERVICES	SI LEADER	SILEAD-150505	P. BANDYOPADHYAY
VAN GENDT	JOHANNA	ADJ/ACADEMIC SUPPORT SERVICES	WORKSHOP PRESENTER	ADJWP-150505	P. BANDYOPADHYAY

WADHWA	KANISHKA	ADJ/ACADEMIC SUPPORT SERVICES	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
AMKOUK	FATIMA	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
CONLEY	CARMEN	FINANCIAL AID	OFFICE ASSISTANT	OFFNHC-200520	S. MENDOZA
CORTEZ	MARIA	FINANCIAL AID	OFFICE ASSISTANT	OFFNHC-200520	S. MENDOZA
GARCIA	CAROLINE	FINANCIAL AID	OFFICE ASSISTANT	OFFNHC-200520	S. MENDOZA
HERNANDEZ	HECTOR	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
LEON	AIMEE	FINANCIAL AID	OFFICE ASSISTANT	OFFNHC-200520	S. MENDOZA
ROSADO	ROSALIND	FINANCIAL AID	OFFICE ASSISTANT	OFFAST-200520	S. MENDOZA
ELMERA	CARMENE	CAREER DEVELOPMENT	PT ADVISOR	ADVISOR- 200531	A. SANAI
FARFAN	MARCELA	CAREER DEVELOPMENT	PT ADVISOR	ADVISOR- 200531	A. SANAI
ARROYO	JULIO	ENGLISH	STUDENT ASSISTANT	STUAST-101040	E. NESIUS
ALVERANGA	AJA	ENGLISH	STUDENT ASSISTANT	STUAST-101040	E. NESIUS
MCMICHAEL	MARIAH	ENGLISH	STUDENT ASSISTANT	STUAST-101040	E. NESIUS
CANELA	CHRISTOPHER	ENROLLMENT SVCS	OFFICE ASSISTANT	OFFAST-200525	C. SMITH
CHAUDHRY	MASOOD	ENROLLMENT SVCS	OFFICE ASSISTANT	OFFAST-200525	C. SMITH
ILYAS	ASMA	ENROLLMENT SVCS	OFFICE ASSISTANT	OFFAST-200525	C. SMITH
SANTOS	NAKIYA	ENROLLMENT SVCS	OFFICE ASSISTANT	OFFAST-200525	C. SMITH
ZAHUR	WAJIA	ENROLLMENT SVCS	OFFICE ASSISTANT	OFFAST-200525	C. SMITH
BAEZ	MATTHEW	EOF	OFFICEASSISTANT	OFFAST-150515	J. LOWE
HICKSON	KASHEEN	EOF	OFFICEASSISTANT	OFFAST-603001	J. LOWE
PRIVAT	VIERGELINE	EOF	OFFICEASSISTANT	OFFAST-603001	J. LOWE
DIBY	HAMILTON	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
GILBERT	JESSICA	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
GOTIA	EDWARD	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
OGBURN	AMAALAH	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
RIVERA	BRIANA	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
WONG	JOCELYN	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
WRIGHT	MALIKA	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
ZHAGUI	JONATHAN	OSA	PEER LEADER	PEERLEA-701000	D. CLARK
ABAD	ABDUL	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR- 200510	S. MAGLIULO
ABURI	ESTHER	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR- 200510	S. MAGLIULO
ELMADANI	ABDELAZIZ	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR- 200510	S. MAGLIULO
FERNANDEZ	CANDICE	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR- 200510	S. MAGLIULO
FERNANDEZ	KATHERINE	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR- 200510	S. MAGLIULO
JOHNSON	JAMAR	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR- 200510	S. MAGLIULO

LIVESAY	LEWIS	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO
ROSADO	GRACE	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO
VERGARA	CHANTAL	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO
WILLIAMS	ERIKA	ADVISEMENT & COUNSELING	PT ADVISOR	ADVISOR-200510	S. MAGLIULO
ALPAPARA	VICTORIA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
BRINKLEY	LAURA	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
BURNETT	LAURA	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
CABEZAS	JAVIER	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
CACERES	LUIS	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
CID	ALEXANDER	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
DAPONTE	MARISA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
DIAZ	MARYANN	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
DUMENCELA	ANGEL	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
FARRELL	KAREN	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
FERRI	JOHN	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
FRIEDMAN	MARCI	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
GALANG	NOR THERESA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
GREEN	DONYA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
GRIFFITH	AMIRA	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
HORNE II	JEFFREY	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
JAIKISSOON	MARTHA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
LA RUSSO	FAITH	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
MENDEZ	DANIEL	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
MULLER	KIMBERLY	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
REEVES	ANGELIQUE	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
REEVES	GABRIELLE	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
RIZZO	DANIELLE	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
SMITH	JENNIFER	DISAB SUPP SVCS	SIGN LANG INTERP	SIGNLAU-150525	K. DAVIS
TAYLOR	DANIELLE	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS

VALVANO	KATRINA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
WILLIAMS	ERIKA	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
ZAHUR	WARDAH	DISAB SUPP SVCS	READER/ NOTETAKER	READER-150525	K. DAVIS
ABDELAZIZ	MARWA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
AHMAT	HASSAN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
AHMED	MARYSTELLA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
AMARIR	MOHAMED	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ASAD	SAUBIA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ASJAD	NAIMA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
AZER	EYRINEY	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ADEWUMI	AMINATA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BELLAN-BOYER	LISA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BHATT	RUSHI	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BILSON	ANGELA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BRAN	ANGELICA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
BURGOS	VERONICA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CAMPBELL	RONNETTE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CARRILLO	PHILL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CHEN	JUN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
CRUZ	JOANNA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DAANE	MARY	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DALTON	ROSE	ADJ ACAD SUPPORT SVCS	HEAD ACAD MENTOR	MENTOR- 150505	P. BANDYOPADHYAY
DALY	BRIANNA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DAVENPORT	ANTHONY	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DAVIS	DOLORES	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

DIAZ	JOSE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DIGENIO	NATASHA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DJERROUD	DALILA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
DUNN-FERNANDEZ	CARLOS	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ELLAMEH	CAROL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
FANT	NADIRA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
FRENCH	EDWARD	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GANAPIN	DELFIN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GARCIA	JESSELYNN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GIL	GUADALUPE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GOCHUICO	CARLO ANGELO	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GRASSI	ERNESTO	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GRIMALDI	ROSE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
GREEN	VIRGINIA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
HAOSON	DOMINIQUE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
IGLESIAS	HUGO	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KENNEDY	MARY	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KHAN	FARHAN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KHATRI	BINISH	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KHOKHAR	ABDUL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
KUTUBUDDIN	NIPON	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
LEWIS	STEVEN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
LIEBL	CHRISTIAN	ADJ ACAD SUPPORT SVCS	EVE,WKND ADMIN	EWKADM-150505	P. BANDYOPADHYAY
MCCARTHY	MARK	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MCFARLANE	JANET	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

MENDEZ	DANIEL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MINAYA	NOEMI	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MONTERO	HERTA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MORENO	ANDREA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
MUNIZ	ALEXIS	ADJ ACAD SUPPORT SVCS	EVE, WKND ADMIN	EWKADM-150505	P. BANDYOPADHYAY
NA	OLIVIA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
NICHOLSON	JAHEERA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
NOVA	DAVIUSKA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
NGUYEN	NGOC	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
OLKEWICZ	KEITH	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
OSORIO	RAFAEL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
OUANIR	HASSAN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
OVALLES	DANILDA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PATEL	MANALI	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PATEL	UTTSAV	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PENSOY	SAEDEL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PEREIRA	JAMES	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PIVTORAIKO	VIOLETTA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
PLUMMER	ANGLINE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
REGA	DONNA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
RIVERA	CHAYANNE	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ROBERTS	SARAH	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ROBERTSON	LAURA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ROMEA	RODRIGO	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SALEM	HEBA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY

SAMBULA	LISA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SANCHEZ	MELODY	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SHAH	SHIVANI	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SHAHEEN	YAMIMA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SMITH	ALYSSA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
SOTOMAYOR	CRISTIAN	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
VALANZOLA	SANDRA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
VELA	LINDA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
WALTERS	MICHAEL	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ZAHIN	HUMAYRA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ZAMAN	NILOY	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ZULUETA	ISABELITA	ADJ ACAD SUPPORT SVCS	TUTOR	TUTOR-150505	P. BANDYOPADHYAY
ABAD	WASKAR	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
ABAD-RAMIREZ	DAURI	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
AVILES	LILLIAN	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
CANDELARIA	MIGUEL	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
CASTRO	SILVIA	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
CRUZ	FELIX	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
GORIS	EURANIA	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
IDROVO	GLADYS	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
RODRIGUEZ	DELIA	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
SINGH	SOAMWATTIE	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
TACSA	YISELA	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
TABARES	PEDRO	CUSTODIAL	PT DISHWASHER	DISHW-300515	J. MALDONADO
GOMES	ARIES	MAINTENANCE	FACILITIES WORKER	PTFWK-300510	M. MURRAY
QUINONES	TONY	MAINTENANCE	FACILITIES WORKER	PTFWK-300510	M. MURRAY
VASQUEZ	HUASCAR	MAINTENANCE	FACILITIES WORKER	PTFWK-300510	M. MURRAY
VELEZ	APOLINAR	MAINTENANCE	FACILITIES WORKER	PTFWK-300510	M. MURRAY
BREWER	DEJA'NEE	DEAN OF ARTS	OFFICE ASSISTANT	OFFAST-101005	C. WAHL
CHITTY	SHAWN	BUS, CUL & HOSP	RECEIVING CLERK	RECLERK-101030	P. DILLON
MARTINEZ	JESSICA	BUS, CUL & HOSP	OFFICE ASSISTANT	OFFAST-103010	P. DILLON
NOUR	SAMIR	BUS, CUL & HOSP	OFFICE ASSISTANT	OFFAST-101030	P. DILLON
ZORILLA	MELISSA	BUS, CUL & HOSP	OFFICE ASSISTANT	OFFAST-103010	P. DILLON

SMITH	DOMINIQUE	ACADEMIC AFFAIRS	PT LEAP COORDINATOR	PTCORLP- 252010	J. RODRIGUEZ
-------	-----------	------------------	------------------------	--------------------	--------------

RECOMMENDATION:

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

- 5. Award of Consultant Services for Construction Management Program – Temporary Consultant**

REPORT/BACKGROUND

The College seeks to use a temporary consultant to develop a Construction Management Program. Construction Management is a growing field of employment, especially in New Jersey, and the college expects this program to attract new students. The consultant, Bahar Zoghi, will perform required routine consultant's review of the proposed program, which will begin in fall of 2017.

RECOMMENDATION

The President, the Administration, and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve Bahar Zoghi, Consultant—at a fee of no more than \$75 per hour for a period not to exceed February 15, 2017.

- 6. Award of Consultant Services for Automotive Technology Program – Temporary Consultant**

REPORT/BACKGROUND

The College seeks to use a temporary consultant to develop an Automotive Technology Program to be conducted at HCST facilities. Students will learn how to analyze, maintain, repair, overhaul, and modify motor vehicles. The consultant, Steve Kolenovic, will advise on feasibility, requirements, certifications, and accreditations. He will also advise on draft initial programs and business plans.

RECOMMENDATION

The President, the Administration, and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve Steve Kolenovic, Consultant—at a fee of no more than \$75 per hour for a period not to exceed May 15, 2017.

- 7. Award of Consultant Services for Substantive Change Request for Online Associates Program – Temporary Consultant**

REPORT/BACKGROUND

The College seeks a temporary consultant whom will be responsible for the preparation of the "Substantive Change Request" necessary to gain accreditation for HCCC's first online Associates program. The consultant's role will be to interact with key HCCC stakeholders, including Center for Online Learning staff, HCCC administration and faculty in order to deliver an application that will succinctly answer the questions as outlined in the attached "Substantive Change Request Instructions for Alternative Delivery Method" to be submitted by March 1, 2017.

RECOMMENDATION

The President, the Administration, and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve Kim Foulds, Consultant—at a fee of no more than \$75 per hour for a period not to exceed February 24, 2017.

8. Award of Consultant Services for Human Services Pre-Social Work option in Substance Abuse for Associates Program – Temporary Consultant

REPORT/BACKGROUND

The College seeks a temporary consultant whom will review the present courses that are part of the existing A.S. in Human Services Pre-Social Work in order to evaluate their applicability for the proposed program option in Substance Abuse/Chemical Dependency. Based on the CADC standards of the state of New Jersey, the consultant has to review what courses HCCC currently offers before new courses can be developed. Once we have this information we can move forward with course development and present the program to the Addictions Board for approval. Students will then be able to complete the educational component work for the CADC at HCCC.

RECOMMENDATION

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Margareth Alwart, Consultant—at a fee of no more than \$75 per hour for a period not to exceed January 31, 2017.

9. Award of Consultant Services Academic Certificate in Personal Training and A.S. in Exercise Science and A.S. in Physical Education – Temporary Consultant

REPORT/BACKGROUND

The College seeks a temporary consultant to develop an Academic Certificate in Personal Training and an A.S. in Exercise Science and an A.S. in Physical Education. The Personal Training Certificate will be credited and transferable to the A.S. degree in Exercise Science. The consultant Dr. Gregory Dwyer, with be the outside consultant for all three programs which will include a series of review of documents, including Program Announcements, budget and environmental documentations including proposed Exercise Science laboratory.

RECOMMENDATION

The President, the Administration, and the Personnel Committee of the Board of Trustees recommend that the Board of Trustees approve Gregory Dwyer, Consultant—at a fee of no more than \$1200 for a period not to exceed March 31, 2017.

10. Resolution Authorizing the Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department

WHEREAS, *the College has a need for a consultant services for Human Resources Department to provide counseling and referral services to employers for Employee Assistance Programs (EAP) established for the benefit of their employees and their dependent; and*

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

WHEREAS, *the anticipated term is Calendar year 2017; and*

WHEREAS, *E4 Health, Inc. of Texas is the proposed vendor to provide these services, at a total cost not to exceed \$7,000; and*

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

NOW THEREFORE, BE IT RESOLVED *the Board of Trustees of the Hudson County Community College authorizes the Purchasing Agent to approve E 4 Health, Inc. herein at a cost not to exceed \$7,000.*

11. Resolution Authorizing the Award of Library Services to Hudson County Community College

WHEREAS, *the College has a need to engage the services of a library temporary agency to provide an experienced Library Professional who is a specialist in all facets of library management and supervision of employees.*

WHEREAS, *the consultant services provided involves staffing college libraries and information centers*

WHEREAS, *the consultant services can be tailored to your specific needs. The firm specializes in the placing of all levels of experienced library staffing.*

WHEREAS, *the Pro Libra Service Library Staffing service will assign David Hardgrove to provide these services at a cost not to exceed \$48.17 per hour.*

12. Approval of the Staffing Authorization Table for November 22, 2016.

REPORTS/BACKGROUND

Annually the Board of Trustees approves a list of job titles for full-time regular positions. From time to time during the year, the Administration may recommend amendments to the list. This list constitutes the Staffing Authorization Table. The only jobs which may be filled at the College are those included on the Table, and organizational charts must be based on the approved Table.

Here are the proposed Staffing Table changes effective as of November 22, 2016.

Admission Advisor (2)

Assistant Director, Recruiting
Associate Registrar

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the above staffing table effective November 22, 2016.

13. Changes of Title for Incumbent Employees

REPORTS/BACKGROUND

The proposed Staffing Authorization Table for November 22, 2017 includes modification of job titles for the following incumbent employees

CHANGE TITLE WITH INCUMBENTS

<u>NAME</u>	<u>TITLE CHANGES</u>
Chenelle Smith	FROM: Assistant Registrar TO: Associate Registrar
Jacqueline Castillo	FROM: Transfer Student Coordinator TO: Transcript Evaluator

RECOMMENDATION:

The President and the Personnel Committee recommend that the Board of Trustees approve the above listed modification of job titles effective November 22, 2016.

14. Salary Adjustments based on changes for November 22, 2016 Staffing Authorization Table

REPORTS/BACKGROUND

It has been determined that the salary of the following employee should be adjusted based on a review of job responsibilities. The following adjustment is recommended effective November 22, 2016.

Smith, Chenelle	Associate Registrar
	Salary: From: \$45,000.00
	To: \$55,000.00

RECOMMENDATION:

The President and the Personnel Committee recommend that the Board of Trustees approve the above listed salary adjustments effective November 22, 2016.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

VIII. PERSONNEL RECOMMENDATIONS

15. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION.

BACKGROUND:

The current Memorandum of Agreement with the Support Staff Federation expired on June 30, 2015. A tentative agreement between the Support Staff union and the Administration has been reached. Elements of the agreement include a base salary increase of two percent (2%) retroactive to July 1, 2015 for employees hired prior to July 1, 2015 and are still employed with Hudson County Community College, and a base salary increase of two percent (2%) retroactive to July 1, 2016 for employees hired prior to July 1, 2016 and are still employed with Hudson County Community College.

RECOMMENDATION:

The President and the Administration recommend approval of the Memorandum of Agreement as outlined above.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Support Staff Federation is in effect from July 1, 2015 through June 30, 2017 Memorandum of Agreement (a copy of which is attached hereto)

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

Jennifer Volley
Signature of Recorder

11-22-16
Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION ("Federation") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Federation, July 1, 2013 to June 30, 2015 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. **Duration:**

July 1, 2015 to June 30, 2017 – Two year contract.

2. **Wages:**

- Full-time unit members employed prior to July 1, 2015, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2015.
- Full-time unit members employed prior to July 1, 2016, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2016.

3. **Article XVIII Grievance Procedure:**

Modify section 3 C and 3 D of Step 3 and Step 4 to provide that only the Federation may appeal and not the Grievant.

4. **Article X Compensation:**

Add new language to section 4 "overtime pay" as follows:

Pending the results of a Clarification of Unit finding regarding the following positions; payroll officer, accountant and senior accountant, compensatory time off, in lieu of overtime payment, after 40 hours of work will be given at the rate of no less than 1.5 hours of comp time for each hour of overtime worked beginning December 1, 2016. Compensatory time may be taken by the end of the next pay cycle or accrued until the results of the Clarification of Unit petition are known. If it is determined that the positions are non-exempt, eligible employees in the aforementioned job classifications may select to take accrued time off or may receive compensation at a rate of no less than 1.5 times regular hourly rate for each hour of overtime worked since December 1, 2016.

Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Support Staff Federation. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

(c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum of Agreement.

(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY
COLLEGE SUPPORT STAFF
FEDERATION

Jonathan Ruben, Negotiation Chair
8/17/16

HUDSON COUNTY
COMMUNITY COLLEGE

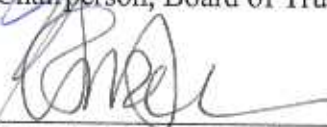
Jim [unclear] 11/8/16
(CHRO)

IN WITNESS WHEREOF, the parties to the within Employment Agreement have, by their authorized representative, set their hands and seals this _____ day of _____, 2016.

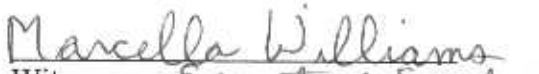
HUDSON COUNTY COMMUNITY COLLEGE

By: 

William J. Netchert
Chairperson, Board of Trustees

By: 

Glen E. Gabert, Jr., Ph.D.
President



Witness *Executive Secretary*

HUDSON COUNTY COMMUNITY COLLEGE
SUPPORT STAFF FEDERATION

By: 

Patrick Del Piano
President



Witness

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

VIII. PERSONNEL RECOMMENDATIONS

- 16. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION.**

BACKGROUND:

The current Memorandum of Agreement with the Academic Administrative Association expired on June 30, 2015. A tentative agreement between the Academic Administrative Association union and the Administration has been reached. Elements of the agreement include a base salary increase of two percent (2%) retroactive to July 1, 2015 for employees hired prior to July 1, 2015 and are still employed with Hudson County Community College, and a base salary increase of two percent (2%) retroactive to July 1, 2016 for employees hired prior to July 1, 2016 and are still employed with Hudson County Community College.

RECOMMENDATION:

The President and the Administration recommend approval of the Memorandum of Agreement as outlined above.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Academic Administrative Association is in effect from July 1, 2015 through June 30, 2017 Memorandum of Agreement (a copy of which is attached hereto).

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

George Dalley
Signature of Recorder

11-22-16
Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC ADMINISTRATIVE ASSOCIATION ("Association") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Association, July 1, 2013 to June 30, 2015 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. **Duration:**

July 1, 2015 to June 30, 2017 – Two year contract.

2. **Wages:**

- Full-time unit members employed prior to July 1, 2015, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2015.
- Full-time unit members employed prior to July 1, 2016, and still employed with HCCC as of the signing of this Agreement will receive a base salary increase of two percent (2%) retroactive to July 1, 2016.

3. **Article VII Discipline:**

Modify section 2 to reflect the following: "This notice will include the reasons for the meeting or interview, including a description of the relevant infraction."

4. **Article XII Staff Development:**

Modify section 2. A to reflect that meal allowances will be reimbursed at the Federal per diem rates effective upon Board ratification.

5. **Article XI Hours of Work**

- Add new paragraph after 1 "C" as follows:

For those eligible employees, compensatory time off after 40 hours of work will be given at the rate of no less than 1.5 hours of comp time for each hour of overtime worked. Compensatory time must be taken by the end of the next pay cycle or the subsequent pay cycle only upon authorization of the Department Head.

6. **Article XXIII Compensation:**

The last paragraph reflected in the prior memorandum of agreement that addressed temporary performance of additional duties is modified to add the following language to the end of that section as follows:

The College will only use the term Interim for temporary appointments. Responsibilities and conditions of employment for the position will be determined solely by the President of HCCC on a case by case basis depending upon the position and the department initiatives at the time of the appointment. Appointment, proposed increase or stipend for the assignment requires approval by the HCCC Board of Trustees. An employee will be returned to his/her original assignment at the end of the Interim period.

Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Academic Administrative Association. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

(c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum.

(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY
COLLEGE ACADEMIC
ADMINISTRATIVE ASSOCIATION

Jose M. Jome

11/08/2016

PRESIDENT

HUDSON COUNTY
COMMUNITY COLLEGE


Wm. J. B. *11/9/16*

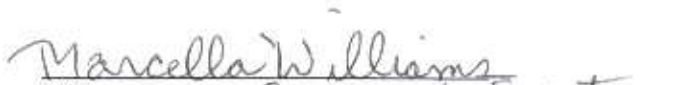
(CHRO)

IN WITNESS WHEREOF, the parties to the within Employment Agreement have, by their authorized representative, set their hands and seals this _____ day of _____, 2016.


HUDSON COUNTY COMMUNITY COLLEGE

By: 
William J. Netchert
Chairperson, Board of Trustees

By: 
Glen E. Gabert, Jr., Ph.D.
President


Witness *Executive Secretary*

HUDSON COUNTY COMMUNITY COLLEGE
ACADEMIC ADMINISTRATIVE ASSOCIATION

By: 
Jose Lowe
President


Witness

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

VIII. PERSONNEL RECOMMENDATIONS

- 17. COLLECTIVE BARGAINING AGREEMENT PROPOSAL BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE ADJUNCT FACULTY FEDERATION.**

BACKGROUND:

The current Memorandum of Agreement with the Adjunct Faculty Federation expired on August 31, 2012. A tentative agreement between the Adjunct Faculty Federation and the Administration has been reached. Elements of the agreement include a base salary increase of two percent (2%) retroactive to September 1, 2016. Any employee prior to September 1, 2016, and still employed with Hudson County Community College will receive a base salary increase of two percent (2%) cumulative over the life of the MOA, retroactive to September 1, 2016.

RECOMMENDATION:

The President and the Administration recommend approval of the Memorandum of Agreement as outlined above.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College that the Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Adjunct Faculty Federation is in effect from September 1, 2012 to August 31, 2017 Memorandum of Agreement (a copy of which is attached hereto)

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

11-22-16
Date

MEMORANDUM OF AGREEMENT

The HUDSON COUNTY COMMUNITY COLLEGE ("HCCC") and the HUDSON COUNTY COMMUNITY COLLEGE ADJUNCT FACULTY FEDERATION ("Federation") hereby enter into this Memorandum of Agreement ("Agreement") with respect to the modifications, amendments and additions to the collective bargaining agreement between HCCC and the Federation, September 1, 2009 to August 31, 2012 ("CBA"). All terms and conditions contained in the CBA shall remain unchanged, except as modified as follows:

1. Duration:

September 1, 2012 to August 31, 2017.

2. Wages:

Article VIII, Compensation - shall be modified to reflect the following per credit for a unit member rates based upon the respective teaching semesters:

Effective September 1, 2012:

612/per credit for a unit member teaching 1-4 semesters;
622/per credit for a unit member teaching 5-8 semesters;
632/per credit for a unit member teaching 9-12 semesters;
643/per credit for a unit member teaching 13 or more semesters;
653/per credit for a unit member teaching 20 or more semesters.

Effective September 1, 2013:

624/per credit for a unit member teaching 1-4 semesters;
635/per credit for a unit member teaching 5-8 semesters;
645/per credit for a unit member teaching 9-12 semesters;
655/per credit for a unit member teaching 13 or more semesters;
666/per credit for a unit member teaching 20 or more semesters.

Effective September 1, 2014:

637/per credit for a unit member teaching 1-4 semesters;
647/per credit for a unit member teaching 5-8 semesters;
658/per credit for a unit member teaching 9-12 semesters;
669/per credit for a unit member teaching 13 or more semesters;
679/per credit for a unit member teaching 20 or more semesters.

Effective September 1, 2015:

649/per credit for a unit member teaching 1-4 semesters;
660/per credit for a unit member teaching 5-8 semesters;
671/per credit for a unit member teaching 9-12 semesters;
682/per credit for a unit member teaching 13 or more semesters;
693/per credit for a unit member teaching 20 or more semesters.

Effective September 1, 2016:

676/per credit for a unit member teaching 1-4 semesters;
687/per credit for a unit member teaching 5-8 semesters;
698/per credit for a unit member teaching 9-12 semesters;
709/per credit for a unit member teaching 13 or more semesters;
721/per credit for a unit member teaching 20 or more semesters.

Only those eligible unit members covered under the recognition clause of the CBA employed prior to September 1, 2016 and still employed with HCCC as of the signing of this Agreement will receive per credit compensation increases retroactive only to September 1, 2016.

Faculty Development Plan ("FDP"): HCCC's FDP attached as Exhibit B to the CBA will be modified as follows:

-Professional Development Tier I to be increased by \$5 to \$25.00 to be added to base pay the semester following the completion of the program. Those unit members who have completed current Tier I are eligible for the \$5.00 increase as of September 1, 2016.

-HCCC will develop and begin offering courses for a Tier II FDP beginning during spring 2017. Those unit members who successfully complete the Tier II FDP will be eligible to receive a supplemental increase of \$30 in their per credit compensation in the semester following completion of the program.

3. **New Article – Sick leave:**

Add new article to provide:

After 4 semesters, unit members are eligible to receive one (1) sick day per semester, and such days are non-cumulative. The sick day must occur on a day the unit member is assigned to work.

4. **New Article – Bereavement leave:**

Add new article to provide:

Unit members are eligible for one (1) day of bereavement leave after 4 semesters for time off for the death of a member of the immediate family or person domiciled in the residence of the unit member. Eligible relationships are defined in the HCCC employee handbook. The employee shall not be entitled to bereavement leave if at the time of the death of the family member the employee is not assigned to teach a class. Documentation may be requested by HCCC to determine a unit member's eligibility for the leave.

5. **New Article – Notification:**

Add new article to provide:

If a course has been offered and accepted by a unit member, HCCC will make every effort to notify the unit member within two (2) days of cancellation of the course assigned.

6. **New Article – Unit Member Information:**

Add new article to provide:

-Only the unit President will be given access to an e-mail distribution list of Adjunct Faculty members. The list is to be used only for union business. HCCC will maintain the list in the general course of regular business with no special timetable for updating the list.

- HCCC will provide the unit President with a list of adjuncts with personal contact information after the first adjunct pay cycle. Due to regulations regarding the electronic transfer of personally identifiable information (PII), the list will be provided as a paper document or may be saved on the unit President's flash drive.

7. Review CBA to confirm that "Federation" has replaced the word "Chapter." Also, reference the union as Chapter of the United Adjunct Faculty, Local 2222.

Miscellaneous:

(a) This Memorandum of Agreement contains the entire agreement of the parties.

(b) This Memorandum of Agreement is subject to ratification by the Board of Trustees of the Hudson County Community College and by the membership of the Hudson County Community College Adjunct Faculty Federation. The undersigned represent that they are authorized to enter into this Memorandum of Agreement on behalf of their respective principals.

(c) HCCC shall prepare a collective bargaining agreement incorporating this Memorandum of Agreement.

(d) The parties agree to recommend that their respective principals ratify this Memorandum of Agreement.

HUDSON COUNTY COMMUNITY
COLLEGE ADJUNCT FACULTY
FEDERATION

Shoshana Goldstein, 11/8/16
President, HCCC chapter

HUDSON COUNTY
COMMUNITY COLLEGE

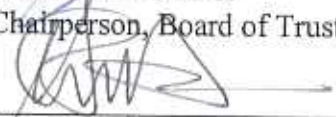
Vong Ty 11/9/16
(CHRO)

IN WITNESS WHEREOF, the parties to the within Employment Agreement have, by their authorized representative, set their hands and seals this _____ day of _____, 2016.

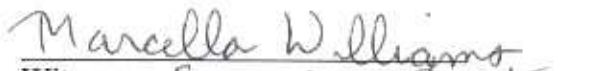
HUDSON COUNTY COMMUNITY COLLEGE

By: 

William J. Netchert
Chairperson, Board of Trustees

By: 

Glen E. Gabert, Jr., Ph.D.
President


Witness *Executive Secretary*

**HUDSON COUNTY COMMUNITY COLLEGE
ADJUNCT FACULTY FEDERATION**

By: _____
Shoshanna Goldstein
President

Witness



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

Revised 11-08-16

TABLE OF CONTENTS

	<u>Page No.</u>
Welcome to HCCC.....	
Introduction to Handbook.....	4
At-Will Disclaimer.....	4
History.....	5
Mission.....	6
Employment Policies and Procedures.....	
Affirmative Action/Equal Opportunity.....	7
Anti-Harassment Policy.....	8
Sexual Misconduct Policy.....	11
Smoking Policy.....	12
Drug-Free Workplace Policy.....	12
Weapons Policy.....	13
Workplace Violence Policy.....	13
Nepotism Policy.....	13
Code of Ethics.....	14
Safety in the Workplace.....	16
Bargaining Units.....	16
Employment at HCCC.....	17
Introductory Period.....	17
Attendance Policy.....	17
Attendance Records/Forms.....	18
Overtime.....	18
Employment Verification.....	18
Performance Evaluations.....	19
Outside Employment.....	19
Professional Conduct.....	19
FERPA.....	20
Electronic Communication and Internet Use.....	20
Social Media – Acceptable Use.....	21
Employee Travel and Reimbursement.....	21
Job Requisition Procedure.....	22
Job Vacancies.....	22
Promotions.....	22
Documentation at Hire.....	23
Discipline and Discharge.....	23

Voluntary Separations.....	24
Hiring of Former Employees.....	25
Solicitation.....	25
Employee Responsibilities	
Inclement Weather.....	25
Confidential Information.....	26
Use of College Property.....	26
Parking Policy.....	27
Security.....	30
Personal Appearance.....	30
Children on Campus.....	30
Your Benefits	
Health Insurance.....	31
Life Insurance.....	31
Retirement and Pension Program.....	31
Temporary Disability.....	32
Sick Leave.....	32
Workers' Compensation.....	33
Vacation Leave.....	33
Holidays.....	34
Personal Days.....	35
Bereavement Leave.....	35
Jury Duty.....	36
Military and National Service Leave.....	36
Personal Leave of Absence.....	36
Family and Medical Leave Act.....	36
Tuition Remission/Reimbursement.....	37
Miscellaneous	
Identification Cards.....	38
HCCC Bookstore.....	38
Library/Learning Resource Center.....	38
Media Guidelines.....	39
In Closing.....	39
Human Resources Staff.....	41
Security Locations.....	42
Security College Map.....	43
Acknowledgement of Receipt.....	Will be electronic only.

INTRODUCTION TO THIS HANDBOOK

This handbook has been prepared by the Human Resources Department as a statement of Hudson County Community College's personnel procedures and benefits so that you may become familiar with them. We expect each employee to read this handbook carefully as it is a valuable reference for understanding policies that affect your employment at HCCC. This handbook is a reference source only and does not impose any contractual obligation on the College. The Board of Trustees reserves the right, through the President, to interpret and change policies, carriers, and/or benefits as deemed necessary or desirable.

If you have any questions about the School's policies or procedure please call me at 201-360-4073 or stop by Human Resources at 81 Sip Avenue, Jersey City, NJ. I look forward to meeting you

DISCLAIMER

Unit members covered by a collective bargaining agreement between the Association or the Federation and the College shall be afforded all employment benefits and protections as set forth in the collective bargaining agreement. This employee handbook does not supersede, replace or modify the terms and conditions set forth in the collective bargaining agreements or any local, state or Federal Laws, regulations or authorities.

The statements and content of this handbook are not promises of any kind by the College, and the College reserves the right to terminate an individual's employment with or without cause, or to change wages and/or any other term or condition of employment of an employee without any prior consultation or agreement with an employee.

The employment relationship which exists between the College and its Employees is Employment-At-Will. Under this relationship, the College may, at any time, decide to end an individual's employment with or without cause or prior notice, at its sole discretion.

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

WELCOME TO HUDSON COUNTY COMMUNITY COLLEGE

HISTORY

The need for a community college in Hudson County was originally documented by feasibility studies supported by grants from the Exxon Education Foundation (1972) and the Fund for the Improvement of Postsecondary Education (1973), which led to the establishment of the Hudson Higher Education Consortium.

The Consortium included the three postsecondary educational institutions in Hudson County: New Jersey City University, Saint Peter's College and Stevens Institute of Technology. At the same time, the Community Action Program established the need for a college center in the North Hudson area.

In 1974, an act of the New Jersey legislature made it possible for a county that lacked a community college to establish a community college commission. The purpose of the commission was to enter into contracts with existing educational institutions, to provide services for its students, and to grant certificates and associate degrees.

When the New Jersey Board of Higher Education approved the establishment of a community college commission in Hudson County in September, 1974, the Commission became the first agency of its kind in the country. In the Spring of 1981, the Institution's official name became Hudson County Community College.

Hudson County Community College has come to be recognized as a valuable community asset where residents can receive a high quality education, at an affordable price, close to home. The College enjoys full and unrestricted general accreditation from the Middle States Association, and programs in nursing, culinary arts and technology have received specialized professional certifications.

MISSION

Hudson County Community College is a comprehensive urban community college. The mission of the College is to offer high quality programs and services which are affordable, accessible, and community-centered. All programs and services are designed to meet the educational needs of a linguistically and ethnically /racially diverse community, and to promote the economic, technological, cultural, social, and civic development of Hudson County and its service areas.

The College is committed to equal educational opportunities for traditional and non-traditional students who can benefit from its programs and services without regard to race, ethnic or national origin, religion, age, gender, disability, economic status, or educational background.

The provision of a supportive and affirmative educational environment and the principles of lifelong learning, excellence, and opportunity are central to all programs and services. To implement its mission, the College sets forth the following general goals:

- To provide liberal arts and science courses and associate degree programs that will prepare students to transfer to four-year colleges and universities.
- To provide courses, certificates and associate degree programs that will prepare students for immediate employment or provide for career enhancement.
- To provide general education courses to ensure that students can think critically and analytically, communicate effectively, solve mathematical problems, participate as informed citizens, appreciate cultural diversity and global interdependence, and are information and computer literate.
- To provide support services including counseling, job placement, aptitude and skills testing, financial aid, academic advisement, and basic skills development to help students succeed and benefit from academic programs.
- To provide programs and services appropriate to the linguistic diversity of the community.
- To provide educational and support services to businesses and industries to meet work force needs and to promote the economy of the County.
- To provide not-for-credit courses and programs including conferences, seminars, lectures, workshops and other activities to meet the continuing education, professional, and enrichment needs of residents of the County and of members of organizations within the County.
- To provide for collaborative relationships with local school districts; other colleges and universities; public and private agencies; and business, industrial, professional and labor associations to promote high quality and efficiency in all programs and services.

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Hudson County Community College is an equal opportunity/affirmative action employer. Hudson County Community College is committed to the principles of affirmative action in the recruitment, admission, and retention of students and in the recruitment, employment, training, tenure, assignment, and separation of all faculty and staff. In accordance with existing New Jersey statutes and Federal law, no person at the College shall be discriminated against on the basis of race, color, class, sex, religion, creed, age, life-style, disability, marital status, affectional or sexual orientation, ancestry, national origin, veteran's status, or union membership. Equal access to employment opportunities and educational programs is extended to all qualified persons.

Decisions on employment are made on the basis of the qualifications of an individual for the particular position being filled. Specifications for any position must be related to the job to be performed. Decisions on promotion and tenure are similarly made on the basis of the qualifications of an individual as they relate to the requirements of the position. All personnel policies including those for compensation, benefits, transfers, and faculty and staff development programs are administered without regard to race, color, sex, religion, age, disability, national origin, or other protected status. These policies apply to all employees and all applicants in every department of the College. The College will employ affirmative action to meet its stated goals throughout the work force.

HCCC's goal is to maintain a satisfied and productive work force. The key to this is effective leadership by supervisors; fair and non-discriminatory personnel policies and the application of these policies. The College firmly adheres to the conviction that every employee has the right to be treated with dignity and respect.

ANTI-HARASSMENT POLICY

POLICY:

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

PURPOSE:

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

PROVISIONS:

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:

- *Unwelcome remarks and actions based on the protected classifications. This may include, but is not limited to, inappropriate jokes, comments or posted materials.*
- *Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.*
- *Bullying, verbal, physical or written forms of intimidation.*
- *Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.*
- *Engaging in a negative tangible employment action based upon the protected classifications.*
- *Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.*

2. **Sexual Harassment:** An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

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

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

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

A. The complaint filed must include the following information:

- 1) The name and department of the complainant;
- 2) The name and department of the charged party;
- 3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or

consequences suffered by the complainant, the names of any witnesses to such actions and the date(s) and duration of the actions questioned; and

- 4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.

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

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

5. **Investigation Procedure:** Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include being suspended without pay pending the hearing, a written warning, suspension, demotion, and/or termination of employment.

6. **Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. **Liability:** Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.

8. **False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

Any employee with questions regarding the College's Harassment Policy may contact the Human Resources Department.

SEXUAL MISCONDUCT POLICY

POLICY:

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

Sexual Misconduct includes Sexual Exploitation, Sex-Based Harassment, Sexual Assault, Stalking, and Relationship Violence of a sexual nature. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual Harassment, including sexual violence, is a form of sex discrimination.

Any member of the College community who encourages, aids, assists, or participates in any act of Sexual Misconduct against another is in violation of the College disciplinary policies and Title IX. Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

Violence that is not of a sexual nature is also incompatible with the College's mission and a violation of College policies. Policies and procedures governing incidents of violence that are not of a sexual nature are covered separately.

REPORTING SEXUAL MISCONDUCT

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

incidents of Sexual Misconduct to the Executive Director of Human Resources who serves as the College's Title IX Coordinator.

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

The entire Sexual Misconduct Policy may be viewed at:

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

SMOKING POLICY

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

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

DRUG-FREE WORKPLACE POLICY

HCCC Drug Free Workplace Policy prohibits the unlawful possession, use, distribution, dispensation, sale or manufacture of controlled substances on College premises. Employees are prohibited from reporting for or being at work while under the influence of alcohol or illegal drugs. Violation of this Policy may result in disciplinary action up to and including termination.

In addition to HCCC's policy, faculty and staff must obey applicable Federal, State, and local laws concerning drugs and alcohol and are subject to criminal and civil penalties. Any employee convicted of a drug-related offense must notify the College no later than five days after such a conviction.

WEAPONS POLICY

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

WORKPLACE VIOLENCE POLICY

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

NEPOTISM

HCCC prohibits the hiring of any applicant who would be directly or indirectly supervised by a relative. For the purpose of this policy, relatives include spouse, child, father, father-in-law, mother, mother-in-law, grandparent, grandchildren, sister, sister-in-law, brother, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, cousin, nephew, niece or any other person who occupies such a position in the family, or a person living in the same household.

To alleviate potential conflict, an employee who has the power to appoint, reappoint, or confirm the appointment or reappointment of, approve a change in status of, evaluate performance for salary increment, promotion, or dismissal of subordinates or subordinates of subordinates, may not hire, supervise, or otherwise manage relatives in the same unit or division where a conflict may exist. No employee may refer a relative directly for a job vacancy; however, the employee may inform a relative about the application process for a position listed on jobs@hccc.edu.

If during the course of employment at the College, any employees become related, the College reserves the right to review the situation on a case-by-case basis and make job reassignments as practicable. Nothing in this policy shall preclude a member of the immediate family of a supervisor from being employed in an area not supervised directly or indirectly by that supervisor. An employee who uses his/her influence to interfere with the supervision of a relative in another department and who knowingly or unknowingly shares confidential information with a relative in another department will be in violation of the Nepotism Policy.

CODE OF ETHICS POLICY

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

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

1. No trustee, officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial conflict with the proper discharge of his or her duties.
2. No trustee, officer or employee shall use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No trustee, officer or employee shall act in his or her official capacity in any matter in which he or she has a direct or indirect personal financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No trustee, officer or employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his or her objectivity and independence of judgment in the exercise of his or her official duties.
5. No trustee, officer or employee shall accept any gifts, favors, services, or other things of value under circumstances from which it might be reasonably inferred that such gifts, services, or other things of value were given or offered for the purpose of influencing his or her in the discharge of his or her official duties. Nevertheless, trustees, officers, and employees, during the course of his or her official duties, may accept meals which are offered as a part of a meeting or event so long as all attendees of such meeting or event are also provided such meals. In the event that a sponsor of a meeting has pending business with the institution in such a manner on which the trustee, officer or employee must act in the exercise of his or her duties, during the time that said matter is pending, no trustee, officer, and employee shall accept any meals from any such sponsor.
6. No trustee, officer, or employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion that he or she may be engaged in conduct violate of his or her trust as public trustees, officers or employees.

7. No trustee, officer or employee shall use or allow to be used his or her public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for himself or herself or others with whom they are associated.
8. No trustee of the College shall, during his or her tenure at the College or for a period of one year next subsequent to the termination of the office of that trustee:
 - (a) be awarded any contract which is not publicly bid; or
 - (b) appear to represent, or negotiate on behalf of, any other party before the College.
9. No Trustee, who is a voting member of the board, shall be eligible to accept employment as an employee of the College for a period of two years following resignation or expiration of his or her term.
10. Full-time employees of the College must consider the College their primary employer. As such, they must be available and able to perform all of the required duties of the position outlined in the existing job description. Outside employment must not interfere with an employee's work hours and/or job performance.
11. Any violation of this Code of Ethics shall be addressed:
 - (a) By the bylaws of the College or the Laws of the State of New Jersey in the event of a trustee;
 - (b) In the event of an officer or an employee of the College not subject to a collective bargaining agreement, by the terms of such agreement.

SAFETY IN THE WORKPLACE

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

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

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

BARGAINING UNITS

At HCCC, every member of the management team is committed to the College's philosophy of fair and impartial treatment of our employees at all times. Employees are free to speak to their supervisor, or to any member of the management team, to raise questions and get answers. Every employee is treated as an individual and as an important participant in the operation of the College. We hope to maintain this open relationship. HCCC strongly believes that individual consideration in employee-supervisory relationship provides the best climate for our maximum development, team work, and the attainment of our goals. We have enthusiastically accepted responsibility to provide you with good working conditions, fair wages, and benefits, impartial treatment and personal respect.

Employees of HCCC, if not designated confidential employees, are eligible for membership in one of (4) bargaining units. The four bargaining units representing employees are as follows:

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

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

Supervisors of employees in bargaining units must first contact the Executive Director of Human Resources before initiating any counseling or corrective action.

YOUR EMPLOYMENT AT HCCC

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

INTRODUCTORY PERIOD

The first ninety (90) working days of employment serve as an introductory period for new employees. This provides the supervisor with the opportunity to assess an individual's skills and abilities in meeting the job requirements. At this time, introductory employees may be terminated by the College without such termination being subject to the grievance and arbitration provisions of their respective collective bargaining agreement.

Satisfactory completion of introductory period does not change the at will status for employees not covered by a collective bargaining agreement.

ATTENDANCE POLICY

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

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

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

ATTENDANCE RECORDS/TIME REPORT FORMS

To ensure compliance with Federal standards, the College has adopted an official procedure for reporting time of hours worked by each employee. This requires all employees to complete the appropriate form which is then submitted to the immediate supervisor for signature approval. Time report forms should be available in your department from your supervisor.

Employees must show an accurate record of the hours worked. If an employee fails to record the information correctly, or if there is an error, it is their responsibility to notify their supervisor.

OVERTIME

In accordance with federal and state standards all employees are classified as either exempt (those supervisory, administrative, and professional positions not covered by the provisions of the Fair Labor Standards Act or NJ Wage and Hour Act and not subject to payment of overtime) or non exempt (those positions covered by the provisions of the fair Labor Standards Act or NJ Wage and Hour Act and subject to payment of overtime). Exempt employees whose salaries fall below the limit determined annually by the Department of Labor, may be eligible for compensatory time off after 40 hours of work at the rate of no less than 1.5 hours of comp time for each hour of overtime worked

Supervisory Personnel may authorize overtime when it is not possible to adjust staffing to cover emergency situations or heavy workload periods. No employee is authorized to work overtime unless approved by his/her immediate supervisor. Overtime worked shall be recorded on a time sheet and signed by the immediate supervisor.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

EMPLOYMENT VERIFICATION

It is the policy of the College to protect the privacy of each employee. Verification of specific employment information will be provided for the purposes of establishing credit, bank loans, apartment rentals, etc., at the request of current or past employees. The release of information pertaining to employment dates, status, job title, earnings and current salary will be issued only with employee's written permission. The College will not release any information relating to the evaluation of work performance or employment references.

Organizations who wish to verify the employment of a HCCC current or past employee may fax or mail verification requests to the Human Resources Department. The requests must have the signature of the individual signifying approval for release of the information. The College will provide Federal, State and local government agencies any employee information required by law. It will also honor any valid subpoenas, court orders, and requests for information from unions pursuant to a collective bargaining agreement.

PERFORMANCE EVALUATIONS

A formal evaluation process is designed to assist the employee to improve his/her performance, and establish goals based on job responsibilities of the employee. Although there will be a formal evaluation, this does not prevent any employee from discussing any questions or concerns with their immediate supervisor at any time.

Bargaining unit members should reference collective bargaining agreements for specifics regarding frequency of performance evaluations applicable to employment classification.

OUTSIDE EMPLOYMENT

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

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

PROFESSIONAL CONDUCT

Professional conduct of employees is necessary for the orderly operations of any institution and for the benefit and protection of the rights and safety of all students and employees. Employees are required to be courteous and considerate in all encounters with students, visitors and fellow employees.

To avoid any appearances of partiality, compromise and/or abuse of power, no College employee may have a romantic or sexual relationship with a College student for whom s/he has a current supervisory, instruction/tutoring or advising role, even when the relationship is consensual. Such documented behavior will be considered in employment decisions and could lead to disciplinary action in accordance with the collective bargaining agreements and at-will employment.

FERPA

As a College employee, one may have access to or knowledge of information pertaining to a student or students on the campus. ALL information on private matters regarding students should be considered confidential, NEVER to be disclosed to others, not even to other employees, unless such disclosure is clearly in the student's educational interest, is a matter of health and welfare, or otherwise constitutes an exception under the Family Educational Rights and Privacy Act of 1974 (FERPA). Employees should contact the Dean of Student Affairs for clarification, if needed.

Information about students, employees, and internal relationships in the College may only be released to outside parties by designated College personnel, within limits set by the College policy and in compliance with Federal and State regulations.

Any employee failing to comply with this policy may be subject to disciplinary action in accordance with collective bargaining agreements and at-will employment provisions.

ELECTRONIC COMMUNICATION AND INTERNET USE

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

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

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

Right to Monitor

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

SOCIAL MEDIA – ACCEPTABLE USE

Below are the guidelines for Social Media use:

- Employees may not post financial, confidential, sensitive or proprietary information about the College, students, employees or applicants.
- Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the College, students, employees or applicants.
- When posting on Social Media sites, employees must use the following disclaimer when discussing job-related matters; *“The opinions expressed on this site are my own and do not necessarily represent the views of Hudson County Community College”*

EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed, within established guidelines, for expenses incurred in connected with approved travel on behalf of the College.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. For more details, refer to the Controller’s office for detailed travel policies, procedures and authorization and reimbursement forms.

JOB REQUISITION PROCEDURE

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

JOB VACANCIES

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

Job opportunity notices contain the job classification, principal job responsibilities, supervisor, etc. Employees interested in applying for any open position for which they are qualified should apply online and should also send their resume to the Human Resources Department. The internal applicant should have a performance review within the past 12 months with an overall acceptable performance rating.

Vacancies will be advertised externally through appropriate news media. The Human Resources Department will place all advertising of vacant positions. The Human Resources Department will review all resumes and furnish to appropriate selection committees. The interview committee will record in detail the results of the interview to reflect the basis for acceptance or rejection of the candidate.

PROMOTIONS

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

1. The internal applicant must follow the procedures for applying for a Job Vacancy.
2. Must meet minimum qualifications for the new position either in educational background and/or job experience.
3. Must have had a performance appraisal in the past year with an overall rating of "Meets acceptable standards - Performance consistently meets all the responsibilities of the position."
4. In absence of items 1 and 2, the supervisor must create a development plan which will include on-the-job experiences, training required and/or formal education

(within limits of tuition waiver/remission guidelines) to be initiated in the internal applicant's first year in the new position.

5. The promotion will require approval by the Division's Cabinet member and the President prior to a tentative job offer.
6. Final approval for the appointment requires Board recommendation.
7. All promotions shall be for a working test period according to the collective bargaining agreement if a union position and 60 days for a confidential employee.
8. Feedback will be given at the conclusion of the working test period.

DOCUMENTATION AT HIRE

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

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

DISCIPLINE AND DISCHARGE

It is the policy of HCCC to enforce policies, procedures, practices, rules, and regulations in a fair manner. Discipline may include, but is not limited to verbal warning, written reprimand, and suspension with or without pay, disciplinary probation and termination. Bargaining unit members should reference collective negotiated agreements for specifics regarding discipline and discharge. Supervisors of bargaining unit members must contact the Executive Director of Human Resources before initiating counseling or corrective action.

The unacceptable behaviors listed below are a guideline and are not all-inclusive. Employees who engage in any of the behaviors listed below will be subject to disciplinary action up to and including termination. The list is not intended to change the "at will" status of employees not covered by a collective bargaining agreement.

- Dishonesty of any kind including theft or misappropriation of money, supplies, or equipment
- Falsification of records

- Violation of College safety and security procedures
- Failure to report work-related accidents and injuries promptly
- Violation of College drug and alcohol policy
- Reporting to work or working under the influences of intoxicants or illegal substances
- Violation of harassment and/or discrimination policies
- Sexual misconduct
- Verbal, written and/or physical bullying and intimidation
- Willful destruction, defacement or the removal of College property without authorization
- Insubordination or refusal to comply with instructions from a supervisor
- Disorderly conduct, abusive language or fighting on College premises
- Smoking in any place other than authorized area
- Falsifying or knowingly misrepresenting College paperwork/documents
- Distributing the College's intellectual property without permission
- Possession of firearms or other dangerous weapons on College premises
- Violation of College policies and procedures.

VOLUNTARY SEPARATIONS

Employees who decide to leave their employment at the College must submit a written resignation letter to their supervisor at least two or three weeks before their last day, as stated in the collective bargaining agreements that belongs to the employee. A resignation letter is also needed for retirement. The separation date will always be the last day worked and the individual will be paid for any accrued unused vacation time they have earned.

Before leaving the College, The Human Resources Department will schedule an exit interview. This will provide HCCC with an opportunity to study its overall working conditions and to evaluate the effectiveness of its personnel policies. At this time detailed information regarding medical coverage, pension information, final paycheck, etc will be discussed.

Employees must return all College owned property (keys, computer equipment, ID cards, etc) to their supervisor prior to leaving HCCC.

Bargaining unit members should reference collective negotiated agreements for specifics regarding voluntary separation.

HIRING OF FORMER EMPLOYEES

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

SOLICITATION

It is completely against HCCC policy for solicitation of any kind to take place in the College. In order to minimize personal inconvenience and interference with orderly operations, no persons shall sell, solicit, or promote anything, including subscriptions, pledges, memberships, or other types of support for any drives, campaigns, causes, or organizations anywhere on College property. Distribution or circulation of leaflets, pamphlets, circulars, cards, or other literature is not permitted during working time or in work areas, unless specifically authorized by the President.

INCLEMENT WEATHER

In cases of severe snow storms or other dangerous weather conditions, the President will make the decision to declare the College closed. If the decision is made to close or delay opening, this is excused paid time. However, if an employee has previously scheduled leave time on a day that subsequently becomes an emergency closing day, the employee will remain under the type of leave scheduled. If the decision is made to remain open all employees are expected to make every reasonable effort to report to work. If employees cannot report to work due to inclement weather, they must notify their supervisor in a timely manner and the absence will be charged as a personal day or accumulated vacation.

Announcements of weather emergency closings will be made on specified radio stations, the college website or via telephone. The College will provide a list of radio stations that will carry an announcement concerning HCCC as the winter/severe weather season approaches.

Radio Stations: 1010 WINS
 WADO
 WVNJ
 WOR

Television: NEWS 12

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

CONFIDENTIAL INFORMATION

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

USE OF COLLEGE PROPERTY AND FACILITIES

You may use College equipment and supplies only for work-related purposes. College computers, telephones, long-distance access lines, photocopying machines, faxes, and other equipment and materials may not be used for personal activities. College bulletin boards contain important information and official notices and may not be used for private or commercial activities. The College mail service may be used only for College purposes. Unauthorized or personal use of equipment or supplies may be grounds for termination.

College property, including computers, electronic mail and voice mail, should only be used for conducting College business. Although certain codes exist to restrict access to computers, voice mail and electronic mail messages, employees should not assume that such messages are private and confidential or that the College or its designated representatives will not need to access and review this information. The College reserves the right to monitor voice mail or electronic mail messages and to access information contained on College provided property. College vehicles should only be used for College business and not for private or commercial activities.

PARKING POLICY

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

GENERAL INFORMATION

Because HCC is an urban college, limited parking is available at its facilities. The Safety and Security Department will patrol all College property for the purpose of enforcing traffic and parking policies. The college does not assume liability or responsibility for damage or theft of any vehicle or its contents while parked on College owned or leased properties.

Parking is a privilege given to employees and is based on a first come, first served basis with spaces reserved for College administration. In Jersey City, parking is provided for all faculty adjuncts and full-time employees at the 162 Sip Avenue, and 119 Newkirk Street lots. Additional free parking for all employees (sticker can be obtained at the main Security desk of each building; valid HCCC ID must be presented) is available at Impark (Square Ramp) Parking lot located at 801 Pavonia Avenue (behind Leows Theatre).

In the interest of providing maximum service to the College community, discounted parking is available in many privately owned area lots at Journal Square. For a detailed list and more information on discounted rates, please visit the Security Department page on the MyHudson portal or the front information desk inside each College building.

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

REGISTRATION OF VEHICLES

All motor vehicles parking on campus must be registered with the Security Department. Applicants must possess a current driver's license, vehicle registration card and HCCC photo ID.

Multiple vehicles may be registered, but only one permit (hang tag) will be issued. Only the person who is registered for the permit may use it. If your permit (hang tag) is lost or stolen, a minimum \$10.00 replacement fee will be assessed. If the permit is lost or stolen, the permit holder must file a report before obtaining a replacement permit. Alleged false reporting will be investigated as a criminal matter.

PARKING REGULATIONS

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

HANDICAPPED PARKING

Handicapped parking has been designated throughout the campus. These areas are marked with handicapped signs. These spaces are typically located in the lots and rows closest to the building. Drivers using parking designated for disabled persons must display a valid state-issued placard, license plate, or other form of identification recognized by the state or national authority. Permits must be displayed in your vehicle facing outward at all times when you are parked on campus.

A copy of the Disabled Person ID card issues by the Motor Vehicle Commission authorizing use of the Handicap Parking should be provided to the Security Office.

For the purpose of keeping updated information, physician approval of disability must be provided to the Security Dept.

The unauthorized use of these spaces will result in a fine. The vehicle may also be towed at owner's expense.

RESERVED SPACES

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

- Cabinet members
- Deans
- Associate Deans
- Assistant Deans
- Directors

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

VIOLATIONS:

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

- That have three or more parking violations or repeatedly violate parking regulations;
- With an unauthorized, altered or revoked permit
- Without a license plate;
- With an expired license plate/vehicle registration;
- Loaning parking tags to non-employees
- Parked in driveways, fire lanes or entrance apron, reserved or service vehicle spaces and reserved lots;
- Blocking a loading dock or trash dumpster;
- Parked in such a way as to constitute a hazard to vehicular or pedestrian traffic, emergency exits or to the movement and operation of emergency equipment. In addition, vehicles may be subject to summons by the police department.

The owner will be responsible for costs involved in removing, impounding and storing such a vehicle, including any expenses charged by the towing company as a "show-up" fee or service fee.

SECURITY

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

PERSONAL APPEARANCE

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

CHILDREN ON CAMPUS

HCCC has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children should not be brought to campus, and may not attend classes with their parent or guardian. There may be occasions when brief visits by children of students may be appropriate. Children may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted. In no case are children permitted in labs, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

BENEFITS

HEALTH INSURANCE

HCCC makes available a comprehensive medical insurance program for its full-time employees and spouse and dependent children. The health benefit plan including major medical coverage is provided under the New Jersey State Health Benefits Program. The employee may select from all available plans under the New Jersey State Health Benefits Program.

If an employee fails to enroll promptly, coverage may be unduly delayed. Where the employee fails to enroll himself/herself or eligible dependents, they cannot be enrolled until the subsequent annual open enrollment period during the month of October with coverage effective January 1.

Vision coverage is provided to eligible College employees. Dependent coverage available only through Payroll deduction.

Dental coverage is also provided to eligible College employees and their eligible dependents.

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

LIFE INSURANCE

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

RETIREMENT AND PENSION PROGRAM

Employees participate in one of two State Administered Pension Programs: the Public Employees Retirement System (PERS) and an Alternate Benefits Plan. All employees, except certain part-time employees, are required to participate in one of these plans.

Employees will be provided a retirement and life insurance plan pursuant to New Jersey Statutes and the Rules and Regulations of the State Department of Treasury, Division of Pensions. Booklets that provide further information on the pension programs are available from the Human Resources Department.

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

TEMPORARY DISABILITY INSURANCE

Employees must notify the Human Resources Department at the onset of any disability in order to protect their rights under disability insurance plans.

Under the New Jersey Disability Benefits Law, cash benefits may be payable when an employee cannot work because of sickness or injury not caused by the job. An employee may apply for temporary disability insurance if their doctor recommends them to be away from work for ten (10) consecutive work days or a period outlasting accumulated sick days. Eligible employees may receive up to 2/3 of their regular pay to a maximum established by the State of New Jersey each year and the weekly maximum benefit is payable for no more than 26 weeks.

The College provides for those employees who have not yet accumulated sufficient sick days but who otherwise meet the eligibility criteria for temporary disability insurance. These employees will be allowed to borrow sick days to bridge the time so that they will be able to receive TDI payments without loss of pay.

SICK LEAVE

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

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

1. When an absence from work is known in advance, or when an absence is anticipated to be more than a few days, the employee shall notify his/her immediate supervisor as far in advance as possible and shall supply a doctor's note indicating the reason for the absence and the anticipated duration of the absence. This note shall be forwarded to the Human Resources Department.

2. The employee shall report unexpected absences on the day of the occurrence to his/her immediate supervisor in a timely manner. Calls placed to co-workers to report an employee's absence are not acceptable.
3. Employees returning to work from an absence of five (5) or more days may be required to provide a doctor's note indicating the dates of the illness and his/her approval of the employee's ability to return to full and unrestricted duties. The College may, however, require a medical certification of an employee's absence at any time
4. All supervisors must maintain and correctly record all absences on the employee's attendance sheet.

WORKERS' COMPENSATION

All employees of the college are covered by Workers' Compensation Insurance. Such insurance shall provide compensation for lost time, medical expenses, surgical expenses, etc.

It is the responsibility of the employee to report a work-related illness or injury to his/her immediate supervisor and the Safety and Security Department within twenty-four (24) hours of the occurrence. The employee along with his/her supervisor must complete an Employee Accident Report which may be obtained from the Safety and Security Department. The Safety and Security Department will notify and forward all documentation to the Human Resources Department.

In case of a work related injury requiring medical attention beyond first aid, medical care visits will be arranged for the employee by the Human Resources Department. Normally, employees must be treated by a doctor approved by the College and the insurance carrier. Failure to be examined by an approved physician may result in claims being disputed by the insurance carrier.

VACATION LEAVE

HCCC grants vacation time to all full-time employees based upon the accrual rates listed in each of the four collective bargaining agreements. It is College policy that vacation be taken in increments of no less than one-half day, and must be approved in advance by your immediate supervisor.

All employees must complete an Absence Request form in a sufficient amount of time and submit to their immediate supervisor for approval. Vacation can be approved or denied based on departmental needs.

If you become ill during your scheduled vacation time, you may request to charge the time off to sick days, with the submission of a doctor's note, and be able to retain the vacation days for another time. If a holiday observed by the College falls during your scheduled vacation period, you will be credited with having taken the holiday rather than using vacation time.

All vacation time accrued during one fiscal year must be taken during the next fiscal year. The approval of the immediate supervisor and the Director of Human Resources must be obtained for any vacation days to be carried over to the next fiscal year. This time must then be used in the subsequent calendar year.

Upon leaving the College any employee will be compensated for each unused accrued vacation day. Vacation time is not accrued until the 25th day of any month.

Bargaining unit members should reference collective negotiated agreements for specifics to employment classification.

HOLIDAYS

The College observes 12 official and 4 "floating" paid holidays during the year. This schedule is announced at the beginning of the fiscal year, and varies slightly, depending on the employee's collective bargaining agreement. Some part-time employees who qualify to become members of the applicable bargaining unit are also entitled to these holidays. Other part-time employees are not eligible for paid holidays; however, with the supervisor's prior permission may make up the time on an alternate day within the week in which the holiday falls. "Floating" holidays will be pro-rated during the first year of employment based on the date of hire.

"Floating" holidays may be taken on the official day of the particular holiday, or may be taken as a paid day off another time, scheduled by mutual agreement between the employee and supervisor. "Floating" holidays may not be carried over into the next fiscal year.

When a holiday falls on a weekend day, it is observed on the following Monday. To be eligible for holiday pay, you must work your regularly scheduled workday before the holiday, and the day after the holiday, if scheduled to work, unless excused by the supervisor as a scheduled vacation day or personal day, or other paid or unpaid day. If the absence is due to illness, you may be asked to provide a doctor's note.

Holidays officially observed by the College include:

- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

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

*Weekend for members of HCCC Academic Administrative Association and HCCC Support Staff Federation only as applicable.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL DAYS

Full-time employees are eligible to use three personal days. These days may be used in conjunction with vacation days, sick days, or holidays, and may require the supervisor's approval. An Absence Request Form must be completed to request use of a personal day. Personal days are pro-rated based on date of hire for year one of employment.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

BEREAVEMENT LEAVE

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

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

JURY DUTY

The College encourages each and every employee to perform his/her civic duty when contacted to report for jury service. Upon receipt of notification to serve on a jury, the

employee shall provide a copy of the summons to his/her immediate supervisor and the Human Resources Department.

A College employee who is summoned to court to perform jury duty or who is subpoenaed to appear in court relative to matters in which the employee has no personal or financial interest is entitled to receive his or her regular pay, provided that the employee remits to the College any payment received for appearing in court.

MILITARY AND NATIONAL SERVICE LEAVE

An employee who leaves his/her position for extended compulsory active duty in the military service of the United States during a state of war or national emergency, or for periods of required military training, shall be granted a military leave without pay for the duration of his/her commitment in accordance with the terms of applicable laws.

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification.

PERSONAL LEAVE OF ABSENCE

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

Bargaining unit members should reference collective negotiated agreements for specifics applicable to employment classification

FAMILY AND MEDICAL LEAVE ACT

Through the Federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA) eligible employee may be entitled to family and/or medical unpaid leave for up to (12) weeks in a 24 month period. The FMLA allows 12 weeks in a 12-month period. These leaves usually overlap.

The purpose of the leave shall be for the employee to provide care made necessary by reason of the birth or adoption of a child, or for the care of immediate family members (spouse, child or parent) who have a serious health condition; the Federal Act allows leave for the employee's own serious health condition. An employee is eligible for such leave if she/he is employed for at least twelve (12) months or not less than one thousand (1,000) hours.

If leave is foreseeable, the employee shall provide 30-day notice to their immediate supervisor and the Human Resources Department in a manner that is reasonable and practicable. Any period of family leave must be supported by a certification issued by a duly licensed health care provider. During this leave, health benefits will remain in place and will be paid by the College.

Complete details concerning eligibility and further information shall be provided by the Human Resources Department.

TUITION REMISSION/REIMBURSEMENT

All regularly appointed full-time employees of the College and their dependents may be entitled to free tuition in any course of study at the College, provided space is available and they meet the College requirements for admission to credit courses depending on fund availability, employees may be reimbursed for tuition paid at other institutions for courses successfully completed that are relevant to the employee's work.

Remission/Reimbursement Forms must be submitted for approval by the supervisor, Controller's Office and the Human Resources Department.

Bargaining unit members should reference their collective negotiated agreements for specifics applicable to their employment classification.

Procedures for Tuition Remission

- 1) The Employee/Dependent/Spouse must first be accepted to the College through the admissions process.
- 2) Registration for classes begins for the employee/dependent/spouse on the first day of Late Registration for each semester, as dictated by the Academic Calendar. If the employee/dependent/spouse registers before late registration, all Tuition & Fees apply, and employee and/or eligible dependent forfeits the waiver for the semester.
- 3) Once registration is completed the employee/dependent/spouse must inform the Bursar's Office that s/he will be submitting an Employee Tuition Waiver so that the applicant is not dropped from classes for non-payment. The employee/dependent/spouse completes a Hudson County Community College Employment Request for Tuition Waiver Form, which is available on the portal section of the Human Resources Department page.
- 4) Submit the completed request for Tuition waiver Form to the Human Resources Department with all the required approval signatures from the employee's immediate Supervisor and the Controller.

If the employee/dependent/spouse receives any financial aid grants or scholarship assistance, the applicant will not be eligible for a tuition waiver. The employee/dependent/spouse can only choose one benefit: Financial Aid OR Employee Tuition Waiver.

- 5) Any applicable mandatory fees such as, Application Fees, Testing Fees, Transcript Fees, and Graduation Fees are not included in the Employee Tuition Waiver and must be paid in the Bursar's Office.
- 6) All Employee Tuition Waiver Forms must be submitted to the Human Resource Department within (8) Calendar Days of the first day of class for the semester requested.

IDENTIFICATION CARDS

Employees of HCCC are issued Identification Cards on their first day of hire. The Human Resources Department will direct the new employee to the Safety and Security Department who will issue the card. The purpose of this card is to provide evidence of employment.

Identification cards are the property of the College and all employees are required to return their cards to the Human Resources Department upon termination of employment.

HCCC BOOKSTORE

The College bookstore is located at 25 Journal Square on the first floor. Its hours are posted and may vary depending on class scheduling or registration period. Employees are entitled to a discount.

LIBRARY/LEARNING RESOURCE CENTER

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

MEDIA GUIDELINES

The Director of Communications serves as the official and primary Hudson County Community College spokesperson, and conveys the official College position to members of the media corps. Inquiries from the media about all programming, events and issues –

and those that are of a sensitive/controversial nature – should be referred to the Director of Communications.

In the event of a crisis or emergency situation, the Director of Communications or a designee will handle all contacts with the media, and will coordinate the information provided from the College to the public. In these situations, all campus departments must refer calls from the media to the Director of Communications to ensure accurate and concise information is provided to the media. For more information on the College's media guidelines, please use the Communications link on *About HCCC* on the College Website

IN CLOSING

We hope this Handbook will help you feel comfortable with us—your success is our success. This Employee Handbook is intended to give you a broad summary of things you should know about Hudson County Community College. If there are any questions or subjects not covered in this handbook do not hesitate to ask your supervisor or the Department of Human Resources. As always bargaining unit members should reference their bargaining agreement as that agreement will prevail over any policies contained herein.

The policies, benefits and rules, as explained in this Handbook, may be changed from time to time as business, employment legislation, and economic conditions dictate. If and when provisions are changed with the approval of the President and Board of Trustees, employees will be notified. The policies in this Handbook are to be considered as guidelines.

Again, welcome to HCCC. Please do not hesitate to speak to your supervisor or the Human Resources Department if you have any questions or comments.

ACKNOWLEDGEMENT OF RECEIPT (May be electronic)

I acknowledge receipt of Hudson County Community College's Employee Handbook.

Date

Employee's Signature

Employee (Print)

Human Resources

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

Department Administration and Staff

Vivyan Ray

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

Iris Herrador

HR Benefits Manager
81 Sip Avenue
Jersey City, NJ 07306
(201)360-4072
iherrador@hccc.edu

Jennifer Feliz

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

Michelle Guzman

Administrative Assistant
81 Sip Avenue
Jersey City, NJ 07306
(201)360-4075
mguzman@hccc.edu

Hudson County Community College
Safety and Security

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

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

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

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

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

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

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

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

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

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

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

IX. ACADEMIC AND STUDENT AFFAIRS

1. Revisions to Academic Calendar for Fall 2017

REPORT/BACKGROUND

HCCC proposes revisions to the Academic Calendar for Fall 2017. The major revision is to postpone the semester start from Wednesday, August, 30 to after Labor Day, Wednesday, September 6. The change of start date will allow more time for enrollment recruitment and consistency with all public schools and the 4-year institutions in Jersey City. The start Fall 2017 semester after Labor Day necessitates an adjustment from 15-week to 14-week semester calendar and class instructional time will be adjusted accordingly.

The two Faculty/Staff In-service days - College Service Day (CSD) and All College Faculty Orientation will also be adjusted as follow:

- College Service Day – Wednesday, August 30, 2016 (all day)
- All College Faculty Orientation – Thursday, August 31, 2016, 6:00PM

Semester Calendar Planning						
Sun	M	Tu	W	Th	F	Sat
8/13	8/14	8/15	8/16	8/17	8/18	8/19
8/20	8/21	8/22	8/23	8/24	8/25	8/26
8/27	8/28	8/29	8/30	8/31	9/1	9/2
9/3	9/4	9/5	9/6	9/7	9/8	9/9
9/10	9/11	9/12	9/13	9/14	9/15	9/16
9/17	9/18	9/19	9/20	9/21	9/22	9/23
9/24	9/25	9/26	9/27	9/28	9/29	9/30
10/1	10/2	10/3	10/4	10/5	10/6	10/7
10/8	10/9	10/10	10/11	10/12	10/13	10/14
10/15	10/16	10/17	10/18	MIDTERM 10/19	MIDTERM 10/20	MIDTERM 10/21
MIDTERM 10/22	MIDTERM 10/23	MIDTERM 10/24	MIDTERM 10/25	10/26	10/27	10/28
10/29	10/30	10/31	11/1	11/2	11/3	11/4
11/5	11/6	11/7	11/8	11/9	11/10	Veterans Day 11/11
11/12	11/13	11/14	11/15	11/16	11/17	11/18
11/19	11/20	11/21	11/22	11/23	11/24	11/25
11/26	11/27	11/28	11/29	11/30	12/1	12/2
12/3	12/4	12/5	12/6	12/7	12/8	12/9
12/10	Final Exam 12/11	Final Exam 12/12	Final Exam 12/13	Final Exam 12/14	Final Exam 12/15	Final Exam 12/16
Final Exam 12/17	12/18	12/19	12/20	12/21	12/22	12/23
12/24	12/25	12/26	12/27	12/28	12/29	12/30

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the revisions to the Academic Calendar for Fall 2017.

2. Proposed New Academic Certificate in Personal Fitness Trainer (PFT)

REPORT/BACKGROUND

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

In line with this initiative, HCCC proposes a new Academic Certificate in Personal Fitness Trainer (PFT). According to the current Occupational Outlook Handbook, the job outlook for Fitness Trainers and Instructors is for growth at 8% beyond the normal employment rate. The 2014 employment level was at 279,100 positions and is projected to be at 302,500 positions by 2024. The average national salary for 2015 at this entry level position is \$36,160 annually or \$17.39 an hour. As businesses, government and insurance companies continue to recognize the benefits of health and fitness for their employees, incentives to join gyms and other types of health clubs are expected to increase the need for credentialed fitness trainers and instructors at both the entry level and beyond.

The proposed 30-credit certificate in PFT (Attachment I) prepares students for entry-level workforce in the fitness industry, including commercial and clinical settings such as health clubs, corporate fitness centers, personal training, health promotion, program management and personal coaching. The PTF certificate will be seamlessly transferred into the HCCC Associate Degree in Science (AS) in Exercise Science - to be implemented in the following semester. This new AS in Exercise Science is also designed as a dual and/or pathway program leading to a baccalaureate degree at many institutions in NJ, particularly NJCU and Saint Peter's in Jersey City.

The program will require minimal resources on campus. A limited exercise science lab will be created to provide specific training in areas of Foundations of Personal Training, Personal Fitness and Program Design and Implementation. Shared resources and facilities for this certificate and future associate program are being negotiated with NJCU, Saint Peter's and Hudson County Schools of Technology (where new gym and fitness facility will open in Fall of 2017). Such a partnership with county agencies is consistent with the College's mission and will also increase the College's visibility in the service area.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of the proposed Academic Certificate in Personal Fitness Trainer (PFT), effective Spring 2017.

3. Termination of Associate Degree in Geographic Information Science (GIS)

REPORT/BACKGROUND

The Associate Degree in Science – Geographic Information Science – was implemented in Fall 2011 with the assistance of Federal – CCRAA (College Cost Reduction and Access Act) grant funds for software installation and based upon the market analysis indicating that GIS was a rapidly growing, diverse field which uses digital technology to help people work with geographic information. Since its inception, however, enrollment in the program has not been growing as anticipated.

HCCC Degree Program	Enrollments					Graduates		
	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	AY 04-05	AY 05-06	AY 06-07
Geographical Information Science - AS	2	4	2	1	0	--	--	--

In recent years, the College has made every effort to recruit both prospective students and students who are already in closely related program such as Computer Science. Given the consistently low enrollment trends in this program, the College has decided to terminate the program so instructional resources can be re-allocated.

There are currently no students enrolled in the program so a termination of the program will have no impact on students and staffing.

One fundamental GIS course – GIS 104: Introduction to Geographic Information Systems has had steady enrollments and proved to be a useful foundation course in many areas, particularly in Health Related programs. This stand-alone course will therefore continue to be offered as an introduction to the field of Geographic Information System.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the termination of the AS degree in Geographic Information Science, effective Spring 2017.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **IX. Academic and Student Affairs Recommendations 1-3:** 1) Revisions to Academic Calendar for Fall 2017, 2) Proposed New Academic Certificate in Personal Fitness Trainer (PFT), and 3) Termination of Associate Degree in Geographic Information Science (GIS)

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

Jennifer Colley 11-22-16
Signature of Recorder Date



PROGRAM ANNOUNCEMENT Personal Fitness Trainer

Program Announcement Narrative

I. Objectives

The academic certificate in Personal Fitness Training prepares students for entry-level workforce in the fitness industry, including commercial and clinical settings such as health clubs, corporate fitness centers, personal training, health promotion, program management and personal coaching.

The program provides a knowledge base in scientific principles and requires the development of basic skills in exercise assessment. Prescription and programing in healthy populations, performance enhancement, nutritional principles applied to exercise and sports, patient/client interpersonal relations and professional ethics and behavior within a safe practice format, prepares graduates to sit for a national certification in Personal Training from any of the following: ACSM-American College of Sports Medicine, NASM-National Academy of Sports Medicine, NSCA- National Strength and Conditioning Association and ACE- American Council on Exercise. Additional certificates in First Aid and CPR are available through their coursework.

The PTF certificate is seamlessly transferred into the HCCC Associate Degree in Science (AS) in Exercise Science.

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

1. Demonstrate knowledge of applied exercise physiology and anatomy, exercise programming, emergency procedures and safety, program administration, as well as overall facility and program management.
2. Design and implement safe, individualized fitness programs/prescriptions for clients, based on client personalities, abilities, goals, motivations and nutritional recommendations.
3. Demonstrate healthy lifestyle choices for clients, employees, and general public.

II. Evaluation and Learning Outcomes Assessment plan for the program

All required evaluation and learning outcomes assessment plans for Personal Fitness Training are in Appendix C.

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

The Certificate in Personal Fitness Training incorporates the strategic Goal One-Academic Excellence, ensuring the high standards in the Personal Fitness Certificate. The comprehensive program will provide the opportunity to obtain a professional certificate upon completion of the program, enabling students to find work with a certificate.

In line with Goal Two 2.7, this certificate provides a seamless entry in to the proposed A.S. in Exercise Science.

Under Goal Three, 3.2 and 3.4 the credentialing exams provide assessment and accountability through successful pass rates

IV. Need

Provide justification of the need for this program.

The Personal Fitness Training program is a career-oriented academic certificate that provides students with the necessary theories and practical skills needed to sit for a national certificate exam. The students will have their choice of certifications to take based on their desires and goals. This allows the students to set their own specific goals based on the information garnered from course work geared toward the student interest, labor market and geographic area. The choice of certificates also allows a flexibility in costs incurred with exam testing.

According to the current Occupational Outlook Handbook Fitness Trainers and Instructors job outlook is for growth at 8% beyond the normal employment rate. The 2014 employment level was at 279,100 positions and is projected to be at 302,500 positions by 2024. The average national salary for 2015 at this entry level position is \$36,160 annually or \$17.39 an hour. In May, 2015, the annual mean wage for New York was \$59,830 and in New Jersey the annual mean wage was \$51,130. By specific metropolitan areas of New York-Jersey City-White Plains NY-NJ Metropolitan Division the number of jobs increase and so the do hourly mean wage of \$31.65 and Annual mean wage of \$65,830. It has been noted by the Regional Manager of NASM-National Academy of Sports Medicine that the top salary of an experienced training in the NY-NJ metropolitan area is over \$90,000 per year. These top salaries are predicated on experience and quality of product/training the trainer delivers.

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

Students completing the Personal Fitness Training Certificate will have opportunities to enter the profession on entry –level status. The salary is often dictated by the number and variety of fitness credentials, along with experience a personal trainer has. We will offer students a choice of basic certification which is the building block for all other training specialties.

Graduates of the Personal Fitness Training Academic Certificate program will be able to transfer into the AS Exercise Science major in the future. Upon completion of the associate degree, students may transfer to four years colleges for bachelor degrees in Exercise Science, Kinesiology, Biomechanics or Physical Education, including St. Peter's University, New Jersey City University, Kean University, William Paterson University, Montclair State University or Rutgers.

c) Describe the relationship of the program to institutional master plans and priorities.

This certificate provides an option within the Health Related Programs area that is not related to direct care of patients. This option provides another component of a well-rounded Health division. The program focus is from the prospective of staying healthy and continuing an active lifestyle that will help prevent disease and injuries that may cause major health related problems now and in the future. This is preventative care.

This program meets the objectives of the strategic plan in Goal One and Goal Two specifically.

d) List similar programs within the state and in neighboring states and compare this program with those currently being offered.

New Jersey:

The following community colleges in New Jersey have **Certificates of Achievement** with titles in Exercise Science, Personal Training or Fitness Specialist but all fall under the same CIP Code 3105:

Bergen County Community College	Exercise Science
Camden County Community College	Personal Trainer
County College of Morris	Personal Trainer
Raritan Valley Community College	Fitness Specialist

The proposed program at HCCC is for an **Academic Certificate** that enables students to further their education in an associate degree in Exercise Science at Hudson County Community College and have the option to transfer to a four year college.

William Paterson University and Kean University offer opportunities for their students to obtain certification but have no stand-alone certificates.

New York:

Hunter College	Continuing Education Certificate
Queensborough Community College	Continuing Education Certificate
Hudson Valley Community College	Continuing Education Certificate
Onondaga Community College	Continuing Education Certificate
Monroe County Community College	On-line Academic Certificate

V. Students

Estimate anticipated enrollments from the program's inception until a steady state or optimum enrollment is reached.

Projected Enrollment in Personal Fitness Training Certificate Program

Year One	Year Two	Year Three
1 st semester 20	1 st semester 25	1 st semester 25
2 nd semester 20	2 nd semester 25	2 nd semester 25
Year total 40	Year total 50	Year total 50

Students must have Medical Clearance before beginning program.

VI. Program Resources

Faculty

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

- ACSM-American College of Sports Medicine*
- NASM-National Academy of Sports Medicine*
- ACE- American Council on Exercise*
- NSCA-National Strength Training and Conditioning Association*
- NATA-National Athletic Trainers Association*

Existing courses will be taught by Health and Biology faculty:

- BIO 107 Human Biology
- HLT 103 Principles of First Aid

A limited exercise science lab will be created to provide specific training in areas of Foundations of Personal Training, Personal Fitness and Program Design and Implementation. The equipment recommendations are listed in Appendix D. This lab will be shared with the Personal Fitness Trainer Program and the future Exercise

Science A.S. Degree. The Exercise Science Degree will use the lab for courses in Kinesiology, Exercise Physiology and Exercise Measurement and Prescription. The lab is for instructional purposes only.

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

Computers and Software

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

Internship sites

Students will be assigned internship sites to complete the 50 required hours.

References

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

Library Services

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

Books

- American Council on Exercise. (2014). *Personal Trainer Manual 5th edition*. San Diego, CA.
- Al-Masri, L., & Bartlett, S. (2011). *100 questions & answers about sports nutrition and exercise*. Sudbury, MA: Jones and Bartlett.
- Burgan, M. (2016). *Health careers in sports*. Broomall, PA: Mason Crest.
- Clark, M.A, Sutton, B., & Lucett, S.C. (2014). *NASM Essentials of Personal Fitness Training, 4th edition*. Burlington, MA: Jones & Bartlett Learning
- Howley, E.T. & Thompson, D. L. (2017). *Fitness Professional's Handbook 7th edition*. Champaign, IL: Human Kinetics.
- Kennedy, E., & Markula, P. (2011). *Women and Exercise: The Body, Health and Consumerism*. Routledge.
- Liebman, H. L. (2013). *Anatomy of core stability*. Buffalo, NY: Firefly Books.
- McKenzie, S. (2013). *Getting physical: The rise of fitness culture in America*. Lawrence, KS: University Press of Kansas.
- Reynolds, G. (2012). *The first 20 minutes: Surprising science reveals how we can exercise better, train smarter, live longer*. New York: Hudson Street Press.
- Sanders, S. (2015). *Encouraging physical activity in toddlers*. Lewisville, NC: Gryphon House.
- Silver, J. K., & Morin, C. (2008). *Understanding fitness: How exercise fuels health and fights disease*. Westport, Conn.: Praeger.

Streaming Video

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

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

Databases

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

VII Degree Requirements

Curriculum Design

Degree Program Personal Fitness Training Academic Certificate

General Education Requirement*

<i>Course Title</i>	<i>Credits</i>
ENG 101 College Composition or ENG 112 Speech	3
BIO 107 Human Biology or BIO 111 Anatomy & Physiology	4

Major (Specialized) Requirement

<i>Course Title</i>	<i>Credits</i>
<i>EXS1xx Foundations of Personal Training</i>	<i>3 (3+1)</i>
EXS 1xx Health Fitness Management	3
EXS 1xx Sports Nutrition	3
EXS 2xx Program Design and Implementation	3 (2+2)
EXS 2xx Personal Fitness	3 (2+2)
EXS 2xx Internship/Test Preparation	2
HLT103 Principles of First Aid/CPR/AED	3
HLT 124 Personal Health & Wellness	3

Semester Scheduling

First Semester	Credits	Second Semester	Credits
BIO 107 Human Biology or BIO 111 Anatomy & Physiology I	4	EXS 1xx Sports Nutrition	3
ENG 101 College Composition I or ENG 112 Speech	3	EXS 2xx Program Design & Implementation	3
EXS 1xx Foundations of Personal Training	3	EXS 2xx Personal Fitness	3
EXS 1xx Health Fitness Mgt.	3	EXS 2xx Internship/Test Preparation	2
HLT 103 Principles of First Aid/ CPR/AED	3	HLT 124 Personal Health & Wellness	3
Total Credits: 16		Total Credits: 14	

Total Program Credits Required: 30

*Students must exit out of Basic English and receive medical clearance as prerequisites.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016**

X. NEW BUSINESS

1. RENEWAL OF PRESIDENT'S CONTRACT

WHEREAS, the President's Employment Contract calls for an annual review by the Hudson County Community College Board of Trustees; and

WHEREAS, the Contract in the form and substance has been examined by the Executive Committee; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of Hudson County Community College that the President's employment under the employment contract shall be extended an additional year to December 31, 2019 with a base salary increase of 2%; and

BE IT FURTHER RESOLVED, that College Counsel be and is hereby directed to prepare a new employment contract agreement for the President reflecting this extension to December 31, 2019 and 2% base salary increase with all other terms of the contract as they exist; and

BE IT FURTHER RESOLVED, that the Chairman of the Board of Trustees is hereby authorized to execute the Contract as approved by the Board of Trustees.

INTRODUCED BY: THE BOARD AS A WHOLE


SECONDED BY: THE BOARD AS A WHOLE

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

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

 11-22-16
Signature of Recorder Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2016

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:00 P.M.

INTRODUCED BY: William Netchert

SECONDED BY: Bakari Lee

DATE: November 22, 2016

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

9 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

11-22-16
Date