

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
March 13, 2012

AGENDA

- I. CALL TO ORDER - FLAG SALUTE** *Mr. Netchert*
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Joseph Cundari, Trustee Emeritus*
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Adrienne Sires
Katia Stack, Secretary/Treasurer
Alfred Zampella
- III. COMMENTS FROM THE PUBLIC** *Mr. Netchert*
- IV. CLOSED SESSION** *(The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*
- V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** *Dr. Gabert*
1. *Minutes of Previous Meetings*
2. *Gifts, Grants, and Contracts*
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** *Dr. Gabert*
- VIII. PERSONNEL RECOMMENDATIONS** *Dr. Gabert*
- IX. ACADEMIC AND STUDENTS AFFAIRS** *Dr. Gabert*
- X. NEW BUSINESS** *Mr. Netchert*
- XI. ADJOURNMENT** *Mr. Netchert*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

<i>Joseph Cundari, Trustee Emeritus, ex-officio</i>	<u>ABSENT</u>
<i>Karen A. Fahrenholz</i>	<u>ABSENT</u>
<i>James Fife</i>	<u>PRESENT</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>Adrienne Sires</i>	<u>ABSENT</u>
<i>Katia Stack</i>	<u>ABSENT</u>
<i>Alfred Zampella</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 Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) spoke about the status of negotiations. He also congratulated six faculty members who received tenure.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Jennifer Christopher gave a presentation on the College's new web page. Dr. Gabert commended her and all those responsible for this important accomplishment.

Dr. Gabert reminded trustees that they could have updated pictures taken at Culinary, Wednesday, March 14th, 10:30 a.m. – 12:00 pm.

Trustee Bakari Lee briefed the trustees on the NJCCC Ambassadors Day held on March 5th.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of February 21, 2012 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of February 21, 2012.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

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: James Fife

DATE: March 13, 2012

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

6 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

3-13-12
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
February 21, 2012**

MINUTES

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

II. ROLL CALL AND RECOGNITION OF VISITORS

PRESENT: James Fife, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Adrienne Sires, and Alfred Zampella.

ABSENT: Joseph Cundari, Trustee Emeritus, (ex officio), Karen Fahrenholz, and Roberta Kenny, and Katia Stack

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

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

HCCC staff and visitors present were: Idalia Chicas, Lloyd Kahn, Pam Littles, Sonia Medina, Randi Miller, Patrick Moore, Paula Pando, Ismael Randazzo, John Sommer, and Vincent Zicolello.

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Trustee Bakari Lee reported on his participation at the ACCT National Legislative Summit, February 13-16 in Washington, DC, which was also attended by trustees James Fife and Alfred Zampella. Dr. Gabert also attended.

Dr. Paula Pando, Vice President, North Hudson Higher Education Center and Student Affairs, gave an update on spring enrollment, which is 7% for headcount and also credit hours.

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sarah Khouzman	Administrative Assistant Enrollment Services	02/22/2012	\$31,000 (pro-rated)
Diana Perez	Senior Lab Assistant	02/22/2012	\$32,000 (pro-rated)
Catherina Mirasol	Coordinator, Center for Business & Industry	02/22/2012	\$38,000 (pro-rated)
Michele Carley	Counselor	02/22/2012	\$38,000 (pro-rated)
Julio Morales	Assistant Director Student Financial Assistance (NHC)	02/22/2012	\$45,000 (pro-rated)

3. TEMPORARY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacob Rosen	Instructor, Math	01/20/2012 05/14/2012	\$18,000 (pro-rated)

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: FEBRUARY 22 - JUNE 30, 2012

Last Name	First Name	Department	Title
Vega	Aileen	Community Ed/Non Credit	PT Instructor
Cerda	Petra	Culinary Arts	Dishwasher
Rosario	Elliot	Culinary Arts	Dishwasher
Ferri	John Paul	Disability Support Services	Notetaker/Reader
Burnett	Laura	Disability Support Services	Sign Language Interpreter
Aguilar	Abraham	Enrollment Services	Student Ambassador
Bullock	Katrina	Enrollment Services	Student Ambassador
Orellana	Daniel	Enrollment Services	Student Ambassador
Singh	Dashmeet	Enrollment Services	Student Ambassador
Tsouli Moufid	Jaafar	Enrollment Services	Student Ambassador
Palmieri Baylon	Julianna	EOF	Tutor

Introduced by: Alfred Zampella
 Seconded by: Adrienne Sires
 6 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS - None

XI. ADJOURNMENT 5:20 P.M.

*Introduced by: James Fife
Seconded by: Adrienne Sires
6 Ayes.....0 Nays*

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution for Additional Movie Theatre Tickets for the College

REPORT/BACKGROUND:

American Multi Cinema Inc. of Chicago, Illinois, was first selected in August, 2011 as the vendor to purchase movie theatre tickets for Student Activities, at a cost of \$50,000.00.

RESOLUTION:

WHEREAS, it has been determined that Student Activities needs to purchase additional movie theatre tickets from the vendor, American Multi Cinema Inc.; and

WHEREAS, the Purchasing Agent has determine that the anticipated value of this service will not exceed \$25,000.00; and

WHEREAS, the anticipated term is for fiscal year 2012; and

WHEREAS, the cost of this services will be funded from the Student Activities budget; and

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of additional movie theatre tickets from American Multi Cinema Inc, of Chicago, Illinois, to be funded by the Student Activities budget.

2. Approval of FY 2011 Audit

REPORT/BACKGROUND:

During 2012 an Audit was conducted by Carr, Daley, Sullivan and Weir for the fiscal year ended June 30, 2011.

A copy of the Audit/Financial Statements prepared by Carr, Daley, Sullivan and Weir was reviewed by the Finance Committee and HCCC Administration on March 8, 2012 and a final copy was forwarded to the Board of Trustees.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees accept the FY 2011 Audit performed by Carr, Daley, Sullivan and Weir.

3. Tuition & Fee Policy 2013

REPORT / BACKGROUND:

The College draws its revenues from three (3) principal sources: state aid; county appropriations; and tuition and fees. The State appropriations increased by 5%, primarily due to increased enrollment. In fiscal year 2013, student enrollments are expected to continue to increase modestly with credit headcount enrollments of approximately 9,400. The College anticipates that the County appropriations will increase 5.5%.

The Administration will make a recommendation to the Board of Trustees through the Finance Committee later this year which will reflect these realities, including contingencies for mid-year revenue reductions in State Aid.

It is necessary to set the tuition policy at this time in order that the rates be in place for early registration for the Fall 2012 semester which begins immediately.

Tuition

It is proposed that tuition be raised by \$3.75 per credit hour to \$110.25. This represents a 3.5% increase. The State defines a full-time student as one taking 12 credit hours. For a full-time student, this increase would represent an additional \$45.00 per semester. It is projected that, with this increase, HCCC tuition will remain within the average tuition of New Jersey county colleges.

Fees

It is proposed that fees remain at current levels for FY 2013, with one exception. The application for readmission fee will be increased from the current rate of \$15.00 to \$20.00.

RECOMMENDATION:

The President, the Administration and the Finance Committee with the consent of the Academic and Student Affairs Committee recommend that the Board of Trustees approve the tuition and rate schedule as enumerated on attached Tuition and Fees Schedule.

4. Approval of the Operating Budget for Fiscal Year 2013

REPORT/BACKGROUND:

The proposed College FY13 Operating Budget is \$49,470,726. The budget by funding source is as follows:

<u>FUNDING SOURCE</u>	<u>AMOUNT</u>	<u>%</u>
Tuition and Fees	\$32,099,766	65
County Appropriations	10,032,244	20
State Appropriations	6,738,716	14
Other Income	600,000	1
	<u>\$49,470,726</u>	<u>100%</u>

The proposed fiscal year 2013 budget would increase 2.6% over the current year necessarily reflecting enrollment growth as well as increases in non-discretionary expenditures. This budget is based on the following assumptions regarding funding sources:

- a) Tuition and Fees- will reflect modestly higher enrollments but also increases in tuition rates and some fees.
- b) State Appropriations- are expected to increase modestly, primarily due to increased enrollments.

- c) County Appropriations- are estimated to increase 5.5% or \$523,008.
- d) Other Income - will account for 1% of all revenue and reflects funding derived from rentals, the college bookstore, vending machines, and earned interest.

This is a fiscally conservative budget that will meet the incremental expenditures from both inflationary costs and costs associated with growth and expansion.
The budget also reflects reductions in regular operations expenditures, and it will provide contingencies for possible mid-year revenue reductions as well as the need to provide more students with scholarship support.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the FY 2013 Operating Budget in the amount of \$49,470,726.

5. Resolution Ratifying the Award of a Contract and Payment for a Celebrity Speaker for Student Activities Department

WHEREAS, the College has executed an agreement with a celebrity speaker during the month of April for the Student Activities Department; and

WHEREAS, the Purchasing Agent has subsequently determined, and certified in writing, that the value of the speaking services provided by the speaker has exceeded \$17,500; and

WHEREAS, this purchase is a ratification of the award and payment to the vendor in accordance with the terms of the contract; and

WHEREAS, this award is in conformance with the Business Entity Disclosure Process; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, American Program Bureau of Newton, MA. is the vendor that provided the service, at a cost not to exceed \$19,350.29; and

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve and ratify American Program Bureau as a pay-to-play certified vendor as described herein; and

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

6. To Continue to Develop Property in the Journal Square Area for Permanent Use by the College

WHEREAS, the Board of Trustees of Hudson County Community College has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and

WHEREAS, the State of New Jersey beginning with FY 2013 cycle will make available to the College via the Chapter 12 Program up to Seven Hundred Fifty Thousand Dollars (\$750,000.00) for capital projects, plus additional funds in the amount up to Seven Hundred Fifty Thousand Dollars (\$750,000.00) to be covered by County or County Backed Bonds; as per Chapter 12 requirements; and,

WHEREAS, the Facilities Ad Hoc Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to use the above described funds which total up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) to finance the renovation, construction and furnishings of additional floor space in the new building to be constructed in Journal Square at 65-79 Sip Avenue and all costs related thereto; and

WHEREAS, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Facilities Ad Hoc Committee and the Finance Committee of the Board of Trustees, at meetings held on March 8, 2012, have approved this request for funding; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Hudson County Community College approve the total up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements with the State of New Jersey for Chapter 12 Funds, as are necessary to the College to avail itself of the funds noted above for the purpose of the renovation or construction of additional floor space in the new building to be constructed in Journal Square at 65-79 Sip Avenue and all costs related thereto; and,

BE IT FUTHER RESOLVED, that the Trustees request the County Board of School Estimate endorse, and the County Board of Freeholders provide such additional funding as may be required to meet the total cost of the project described herein.

7. Report of the Facilities Committee for Construction Oversight

REPORTS/BACKGROUND:

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

The Committee here presents to the Board the approved minutes of the February 9, 2012 meeting. It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee. It is anticipated that these submissions would be on a monthly basis as the Committee approves its minutes.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the February 9, 2012 meeting as submitted for inclusion into the records of the Board of Trustees.

8. Resolution to reject all bids for Phase Two of the New Library and Academic Building

REPORT/BACKGROUND:

Hudson County Community College received 11 bids for Phase Two of the New Library and Academic Building project. Reviews were conducted by the Project Architect, Construction Manager, and the Office of College Operations and the reviews indicate that the cost of this project exceeds the funds available to the College for this project at this time and a re-design of the project may be considered.

RECOMMENDATION:

It is the recommendation of the Administration and the Facilities Ad Hoc Committee that the College reject all 11 bids received for Phase Two of the New Library and Academic Building.

9. Request for additional funding to develop the new building to be constructed in Journal Square 65-79 Sip Avenue and for preventive maintenance costs campus wide

WHEREAS, the Board of Trustees of Hudson County Community College has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and

WHEREAS, the Facilities Ad Hoc Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to request \$8,000,000.00 to finance the renovation, construction and furnishings of additional floor space in the new building to be constructed in Journal Square at 65-79 Sip Avenue and all costs related thereto. As well as \$770,100.00 for preventive maintenance items campus wide.

WHEREAS, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Facilities Ad Hoc Committee and the Finance Committee of the Board of Trustees, at meetings held on March 8, 2012, have approved this request for funding;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees of Hudson County Community College approve the total up to Eight Million Seven Hundred Seventy Thousand One Hundred Dollars (\$8,770,100.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements, as are necessary to the College to avail itself of the funds noted above for the purpose of the renovation or construction of additional floor space in the new building to be constructed in Journal Square at 65-79 Sip Avenue and all costs related thereto; as well as preventive maintenance items campus wide, and

BE IT FUTHER RESOLVED, that the Trustees request the County Board of School Estimate to endorse, and the County Board of Freeholders to provide such additional funding as may be required to meet the total cost of the project described herein.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 9:** 1) Resolution for

Additional Movie Theatre Tickets for the College; 2) Approval of FY 2011 Audit; 3) Tuition & Fee Policy FY 2013; 4) Approval of the Operating Budget for Fiscal Year 2013; 5) Resolution Ratifying the Award of a Contract & Payment for a Celebrity Speaker for Student Activities Department; 6) To Continue to Develop Property in the Journal Square Area For Permanent Use by the College, 7) Report of the Facilities Committee for Construction Oversight, 8) Resolution to reject all bids for Phase Two of the New Library and Academic Building, and 9) Request for additional funding to develop the new building to be constructed in Journal Square 65-79 Sip Avenue and for preventive maintenance costs campus wide.

INTRODUCED BY: James Fife

SECONDED BY: Bakari Lee

DATE: March 13, 2012

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

6 Ayes..... 0 Nay

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

Jennifer Dalley
Signature of Recorder

3-13-12
Date

HUDSON COUNTY COMMUNITY COLLEGE Tuition & Fees Schedule

2011-2012

2012- 2013

TUITION:		TUITION:	
Hudson County Resident	\$ 106.50 per credit	Hudson County Resident	\$ 110.25 per credit
Out of County	213.00 per credit	Out of County	220.50 per credit
Out of State/Foreign Student	319.50 per credit	Out of State/Foreign Student	330.75 per credit
FEES:		FEES:	
Registration Fee	\$ 20.00 per semester	Registration Fee	\$ 20.00 per semester
General Service Fee	20.00 per credit	General Service Fee	20.00 per credit
Student Activity Fee	4.75 per credit	Student Activity Fee	4.75 per credit
Technology Fee	14.00 per credit	Technology Fee	14.00 per credit
Late Registration	20.00 per occurrence	Late Registration	20.00 per occurrence
Culinary Fee	275.00 per course	Culinary Fee	275.00 per course
Culinary Cutlery	240.00 per occurrence	Culinary Cutlery	240.00 per occurrence
Culinary Uniforms	130.00– 150.00 per year	Culinary Uniforms	130.00 – 150.00 per year
Tuxedo/Front of the House Uniforms	110.00 per year	Tuxedo/Front of the House Uniforms	110.00 per year
OTHER FEES:		OTHER FEES:	
Application for Admission	\$ 20.00 per occurrence	Application for Admission	\$ 20.00 per occurrence
Application for Readmission	15.00 per occurrence	Application for Readmission	20.00 per occurrence
Foreign Student Processing	250.00 Deposit	Foreign Student Processing	250.00 Deposit
Graduation Fee	35.00 per occurrence	Graduation Fee	35.00 per occurrence
Deferred Payment Plan	25.00 per occurrence	Deferred Payment Plan	25.00 per occurrence
Returned Check Fee	25.00 per occurrence	Returned Check Fee	25.00 per occurrence
Official Transcript Fee	5.00 per occurrence	Official Transcript Fee	5.00 per occurrence
Insurance Fee	28.00 per year	Insurance Fee	28.00 per year
Insurance Fee New Student	14.00 per Spring Semester	Insurance Fee New Student	14.00 per Spring Semester
Culinary Insurance Fee	14.00 per student	Culinary Insurance Fee	14.00 per student
Lost Schedule Fee	2.00 per occurrence	Lost Schedule Fee	2.00 per occurrence
Replacement of ID Card	2.00 per occurrence	Replacement of ID Card	2.00 per occurrence
Lab Fees	22.00 – 45.00 per course (vary according to class)	Lab Fees	22.00 – 45.00 per course (vary according to class)
Add/Drop Fee	15.00 per occurrence	Add/Drop Fee	15.00 per occurrence
Work/Life Portfolio Assessment		Work/Life Portfolio Assessment	
Assessment & Processing Fee	100.00 per occurrence	Assessment & Processing Fee	100.00 per occurrence
CLEP Exam Fee	20.00 per occurrence	CLEP Exam Fee	20.00 per occurrence
Re-Test Fee	5.00 per occurrence	Re-Test Fee	5.00 per occurrence
HOBET Test Fee	30.00 per occurrence	HOBET Test Fee	30.00 per occurrence
DANTES Test Fee	20.00 per occurrence	DANTES Test Fee	20.00 per occurrence
Distance Learning Exam Fee	20.00 First 2 hours 10.00 per hour after 2 hours	Distance Learning Exam Fee	20.00 First 2 hours 10.00 per hour after 2 hours
LPN Clinical Fees	1,200.00 – 1,800.00 per semester	LPN Clinical Fees	1,200.00 – 1,800.00 per sem.
NCLEX	400.00 per semester	NCLEX	400.00 per semester
Practical Nursing Exit Exam	50.00 per occurrence	Practical Nursing Exit Exam	50.00 per occurrence

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Vilma Mory	Student Financial Aid Assistant	06/30/2012

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Lawrence Louie	PC Technician	03/14/2012	\$32,000 (pro-rated)

Note: This is a replacement for Robert Artificio.

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. TENURE APPOINTMENTS- EFFECTIVE ACADEMIC YEAR 2012-2013

The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Academic Vice President to the President for approval and presentation to the Board of Trustees. The following are recommended for tenure effective Academic Year 2013.

Patrick Moore	Instructor of Psychology
Susannah Wexler	Instructor of English
Jeremiah Teipen	Instructor of Fine Arts
Angela Pack	Instructor Early Childhood Education
Evegeniya Kozlenko	Instructor of English as a Second Language
Lauren O'Gara	Instructor of English (AF)

RECOMMENDATION:

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

4. MODIFICATIONS OF STAFFING TABLE FOR FY13

REPORTS/BACKGROUND

ADD TITLES:

HHS Site Coordinator (Grant Funded)

Supplemental Instruction (SI) Coordinator (Grant Funded)

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modification of Staffing Table for FY 13 listed above as Personnel Recommendation Item No. 4.

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MARCH 14
– JUNE 30, 2012**

Last Name	First Name	Department	Title
Felton	Taisha	Academic Affairs	Office Assistant
Abulaban	Nesrin	ADJ Academic Support Services	Tutor
Chamaa	Nazem	ADJ Academic Support Services	Tutor
Davis	Jill	ADJ Academic Support Services	Tutor
Green	Virginia	ADJ Academic Support Services	Tutor
Irizarry	Giselle	ADJ Academic Support Services	Tutor
Akl	Karim	Enrollment Services	Student Ambassador
Bhatti	Khurram	Enrollment Services	Student Ambassador
Tawfik	Mena	IT	Lab Assistant
Pitre	Nestor	Mailroom/Copy Center	Mailroom Clerk

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-time Assignments listed above as Personnel Recommendation Item No. 5.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Retirement, (2) Appointment of Staff, (3) Tenure Appointments, (4) Modifications of Staffing Table, and (5) Appointment of Additional New Part-Time Hires.

INTRODUCED BY: Joanne Kosakowski

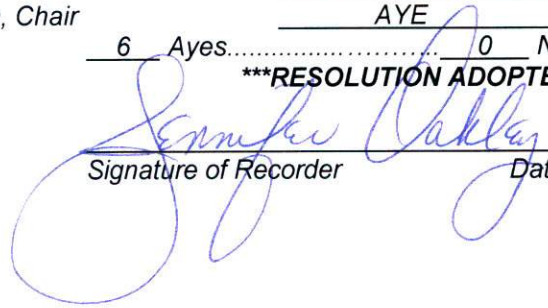
SECONDED BY: Alfred Zampella

DATE: March 13, 2012

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

6 Ayes..... 0 Nay

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

 3-13-12
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

1. HCCC's Academic Calendar for AY 2013-2014 (Fall 2013, Spring & Summer 2014)

REPORT/BACKGROUND

HCCC proposes an academic calendar for AY 2013-2014 providing advance information about registration, classes and other College events for a two-year period. The calendar includes the traditional 15-week Spring and Fall semesters; a two-week winter inter-session; two six-week summer sessions; two-week Basic English Express and four-day Express sessions for Basic Mathematics and Algebra immediately preceding the fall and spring semesters, respectively; and separate start/end dates to facilitate our 7-week and 15-week distance education classes and the expanding dual enrollment classes for high school students.

Highlights:

- Two-day Fall Faculty /Staff Development combining College Service Day & Convocation is scheduled prior to the week of semester start.
- Spring College Service Day and All Faculty Orientation (evening event) are scheduled on separate days and not on the day before the start of classes.
- Academic guidelines for special cycles/timeframe (e.g. 5-week Culinary cycle, 7-week online, Winter Intersession, etc) have been revisited and formalized.
- An 11 session summer semester (formerly 12 session timeframe) has been proposed to allow more interval time for grade processing and recruitment.

The calendar was developed with input from students, faculty and administrators from the Academic, Student Affairs, Communications, Bursar and Human Resources departments. It is subject to change in response to inclement weather or other contingencies. (ATTACHMENT I)

RECOMMENDATION:

The President and Administration recommend the Board of Trustees approve the Academic Calendar for Fall 2013 - Summer 2014.

2. Termination of selected HCCC Degree and Certificate Programs

Since Fall 2007, HCCC has suspended recruitment for the three Associate of Applied Science (AAS) degree and six certificate programs indicated below. The decision to suspend recruitment for the programs was based on the pattern of declining enrollments, low retention and graduation rates (factors not unique to HCCC) that have resulted in unduly small class sizes and inability to ensure graduation time for students as published.

HCCC Degrees and Certificates	Enrollments				Graduates		
	Fall 2004	Fall 2005	Fall 2006	Spring 2007	AY 04-05	AY 05-06	AY 06-07
▶ Computer Info. Systems - Certificate	10	7	4	2	---	---	---
▶ Data Processing - Certificate	Students were advised to enroll in Mgt. Info. Systems - Cert						
▶ Health Information Technology - AAS	25	25	14	14	5	1	2
▶ Management Info. Systems - AAS	39	22	5	1	4	7	3
▶ Management Info. Systems - Certificate	3	---	---	---	---	---	---
▶ Medical Record Coding - Certificate	10	8	11	12	---	3	1
▶ Office Systems Technology - AAS	23	7	11	---	2	1	---
▶ Office Systems Technology - Certificate	1	1	---	---	2	---	---
▶ Surgical Technology - Certificate	This partnership program never began and was eventually canceled by UMDNJ.						

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

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

Based on an on-going assessment on curriculum, instructional delivery and job market over the past several years, the college sees an opportunity to revitalize the AAS - Health Information Technology and Medical Record Coding certificate programs, and proposes to terminate the other two degree and five certificate programs.

Termination as of Spring 2012	Revamping – Anticipated Offering Spring 2013
▶ Management Info. Systems - AAS	▶ Health Information Technology - AAS
▶ Office Systems Technology - AAS	▶ Medical Record Coding - Certificate
▶ Computer Info. Systems - Certificate	
▶ Data Processing - Certificate	
▶ Management Info. Systems - Certificate	
▶ Office Systems Technology - Certificate	
▶ Surgical Technology - Certificate	

RECOMMENDATION:

The President and Administration recommend the Board of Trustees approve the termination of two AAS degree and five certificate programs.

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept the recommendations of the President and the Administration as outlined above in **Item IX Academic and Student Affairs 1-2:** (1) HCCC's Academic Calendar for AY 2013-2014 (Fall 2013, Spring & Summer 2014) and (2) Termination of two AAS and five certificate programs.

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: March 13, 2012

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

6 Ayes..... 0 Nay

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

Jennifer Oakley 3-13-12
Signature of Recorder Date

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2013

Monday, August 19 – Math/Algebra Express Classes
Thursday, August 22

Thursday, August 22 & College Service Day & Convocation
Friday, August 23

Monday, August 26 Late registration begins

Monday, August 26 All College Faculty Meeting 6:00 PM

Wednesday, August 28 **Classes begin at HCCC**

Wednesday, August 29 – Add/Drop Period
Tuesday, September 10

Saturday, August 31 – Labor day weekend - College closed
Monday, September 2

Thursday, September 12 – Classes begin at High School Off-Sites
Tuesday, September 17

Wednesday, September 18 Last day to add/drop - Bayonne & Hoboken

Thursday, September 19 Last day to add/drop - Kearny

Tuesday, October 1 Last day to file Degree Audit application
for December 2013 Graduation

Monday, October 14 Columbus Day – Classes in session

Wednesday, October 16 – Mid-term exams/Advisement period
Tuesday, October 22

Friday, October 25 Last day to submit Mid-term advisory grades to the Registrar's Office

Monday, November 4 Spring 2014 registration begins

Tuesday, November 5 Election Day – Classes in session

Friday, November 8 Last day to complete official withdrawal from classes at HCCC

Monday, November 11 Veterans' Day – Classes in session

Wednesday, November 27 No day or evening classes – Administrative Offices Open

Thursday, November 28 – Thanksgiving Recess – College closed
Sunday, December 1

Tuesday, December 10 – Last classes and/or final exams at HCCC including Off-Campus Centers
Monday, December 16

Thursday, December 19 Last day to submit final grades to the Registrar's Office

Fall 2013 Registration

Starts April 3, 2013

Classes start August 28, 2013

Start Dates for Culinary Classes

Day Classes

- Cycle I – August 28 - October 5
- Cycle II – October 7 - November 9
- Cycle III – November 11 - December 16

Evening Classes

- Cycle IV – August 28 – October 18
- Cycle V – October 21 – December 13

Start Dates for High School Off-Sites

On-site registration 5:30-8:00 PM

- Bayonne – September 12
- Hoboken – September 16
- Kearny – September 17

Start Dates for Online Sessions

- 15-Week – August 28–December 16
- Session A – August 28–October 15
- Session B – October 29–December 16

Note: The College reserves the right to modify the calendar.

FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201-714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM, WOR 710 AM OR LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SPRING 2014

<i>Friday, January 3 – Friday, January 17</i>	<i>Winter Intersession</i>
<i>Tuesday, January 14 – Friday, January 17</i>	<i>Math/Algebra Express</i>
<i>Monday, January 20</i>	<i>Martin Luther King-College closed</i>
<i>Tuesday, January 21</i>	<i>College Service Day Late Registration begins</i>
<i>Wednesday, January 22</i>	<i>All College Faculty Meeting 6:00 PM</i>
<i>Friday, January 24</i>	<i>Classes begin at HCCC</i>
<i>Friday, January 24 – Thursday, January 30</i>	<i>Add/Drop Period</i>
<i>Monday, February 3 – Thursday, February 6</i>	<i>HCCC classes begin at Off-sites</i>
<i>Monday, February 10</i>	<i>Last Day to Add/Drop at Off-Site Centers</i>
<i>Friday, February 14</i>	<i>Classes in Session - Administrative Offices closed</i>
<i>Monday, February 17</i>	<i>President's Day – No classes - College closed</i>

*Tuesday, March 11 –
Monday, March 17* *Mid-term exams/Advisement period*

Thursday, March 20 *Last day to submit Mid-term advisory grades to the Registrar's Office*

***Monday, March 24 –
Sunday, March 30*** ***Spring Recess – No Classes***

Wednesday, April 2 *Summer & Fall 2014 Registration begins*

Monday, April 7 ***Last day to complete official withdrawal from classes at HCCC***

***Friday, April 18 –
Sunday, April 20*** ***Easter Break – No Classes***

***Tuesday, May 13 –
Monday, May 19*** ***Last classes and/or final exams including Off-Site Centers***

Thursday, May 22 *Last day to submit final grades to the Registrar's Office*

Thursday, May 22 *Commencement (tentative)*

Monday, May 26 *Memorial day – college closed*

Wednesday, May 27 ***Summer Session I begins***

Monday, July 9 ***Summer Session II begins***

**Spring 2014 Registration
Begins November, 2013**

Classes start January 24, 2014

➤ **Start Dates for Culinary Classes**

Day Classes

- **Cycle I** – January 25 – February 27
- **Cycle II** – March 1 – April 11
- **Cycle III** – April 14 – May 18

Evening Classes

- **Cycle IV** – January 27 – March 20
- **Cycle V** – March 31 – May 19

Start Dates for Off-Sites

- Bayonne – February 4
- Hoboken – February 3
- Kearny – February 4

Start Dates for Online Sessions

- 15-Week – January 24 – May 19
- Session A – January 24 – March 13
- Session B – April 1 – May 19

SUMMER SESSIONS 2014

- ◆ **Summer I** – May 27 – July 2
- ◆ **Summer II** – July 9 – August 14
- ◆ **Summer Online** – May 27 – July 14

Note: The College reserves the right to modify the calendar.

FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201- 714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM and WOR 710 AM, OR LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU

Revised after ACP December 14, 2011

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2014

Summer Session I ♦ May 27 – July 2, 2014

Wednesday, May 21 *Walk-in registration for Summer Sessions I & II*

Thursday, May 22 *Commencement – No classes (tentative)*

Monday, May 26 *Memorial Day – College closed*

Tuesday, May 27 *Classes begin, Summer Session I*

Thursday, May 29 *Last day to Add/Drop for Summer Session I*

Monday, June 16 – Thursday, June 26 *EOF Summer Refresher Program for returning students*

Thursday, June 19 *Last day to withdraw from Summer Session I*

Tuesday, July 1 & Wednesday, July 2 *Final exams for Summer Session I*

Thursday, July 4 *Independence Day Observed – College closed*

Monday, July 7 *Last day to submit Summer I grades to the Registrar's Office*

SUMMER ONLINE CLASSES
May 27– July 14, 2014

Summer Session II ♦ July 9 – August 14, 2014

Wednesday, July 9 *Classes begin, Summer Session II*

Wednesday, July 9 – Monday, August 11 *EOF Summer Program for new students*

Monday, July 14 *Last day to Add/Drop for Summer Session II*

Monday, July 28 – Friday, August 8 *Basic English Express Classes*

Thursday, July 31 *Last day to withdraw from Summer Session II*

Wednesday, August 13 & Thursday, August 14 *Final Exams, Summer II*

Monday, August 18 *Last day to submit Summer II grades to the Registrar's Office*

Tuesday, August 19 – Friday, August 22 *Basic Math/Algebra Express Classes*

Wednesday, August 27 **Fall 2014 classes begin at HCCC**

Note: The College reserves the right to modify the calendar.

Revised after ACP Dec 14, 2011 meeting

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012**

X. NEW BUSINESS

Chairman Netchert suggested that the College consider a mechanism for accepting gifts from persons participating in the Subscription Dining Series to benefit culinary students.

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
March 13, 2012

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:30 P.M.

INTRODUCED BY: James Fife

SECONDED BY: Roberta Kenny

DATE: March 13, 2012

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Dally
Signature of Recorder

3-13-12
Date