

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
April 10, 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
April 10, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

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

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) congratulated Professor Raffaella Pernice on her promotion to full Professor. Trustee Bakari Lee expressed the concurrence of the Board in Dr. Kahn's congratulations of Professor Pernice. Dr. Kahn then went on to express the desire of the faculty to continue with negotiations despite the fact that the union has filed a notice impasse.

Pamela Norris Littles, Associate Dean, Financial Aid and President of the Academic Administrative Association, noted that the County Board of School Estimate met and approved the county appropriation for the College earlier in the day and expressed the hope that coming to closure on the FY2013 operating budget would make it easier to move forward with negotiations.

Dr. Eric Friedman, Academic Vice President, noted that the trustees were about to approve an Occupational Therapy Assistant Program and also a Baking and Pastry Option with the AAS Culinary Arts Program. He explained that these recommendations reflected considerable work on the part of faculty and administrators within those divisions, and he thanked them for their contributions.

Cathy Siedman, Assistant Professor Humanities, expressed her disapproval of the way the College Administration had handled communications following a violent incident adjacent to Pathside during the spring break. She also criticized the accommodations made during construction in 83-87Sip. Both instances, in her opinion, reflect a lack caring for students and faculty.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

RESOLUTION

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

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

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: April 10, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

4-10-12
Date

IV. CLOSED SESSION

Date _____

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Gabert reported that the College will be awarded the New Jersey Business Association 2012 Good Neighbor Award for the North Hudson Center Project.

The President invited trustees to the Annual Student Phi Theta Kappa Day in Trenton on May 3rd, and he reminded the trustees that graduation will be on May 23rd.

The President and trustees then discussed the initiatives that were being taken to "go green" so that the Board could conduct much of its business on a paperless basis. Russel Taboso, Telecommunications Service Manager, answered technical questions from the trustees.

Beyond Access: A Success Model for Community Colleges presented by Paula Pando, VP for Student Affairs and Chris Wahl, Associate Dean, ESL, Bilingual and Developmental Education. The presentation highlighted some of the things being done in the Student Services and Academic Foundations to promote student success.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012
VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of March 13, 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 March 13, 2012.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Picking Up the Pace: Ensuring Hispanic Degree Completion

AGENCY: United States Department of Education-Office of Postsecondary Education (Title V)

PURPOSE OF GRANT: The HCCC Grants Office has submitted an application on March 15th to address the pace by which students complete their degree programs, while increasing the fall-to-fall retention rate

COLLEGE ADMINISTRATOR: Ryan Martin

AMOUNT: \$3,381,598

COLLEGE CONTRIBUTION: 0

DATES OF GRANT: 10/1/12 – 9/30/17

TITLE: Carl D. Perkins Career and Technical Education Act

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: The HCCC Grants Office has submitted a budget amendment as required in the Perkins Guidelines to ensure compliance. The total amount of the award has not changed.

COLLEGE ADMINISTRATOR: Ryan Martin

AMOUNT: \$770,668

COLLEGE CONTRIBUTION: 0

DATES OF GRANT: 7/1/11 – 6/30/12

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

INTRODUCED BY: James Fife

SECONDED BY: Adrienne Sires

DATE: April 10, 2012

Fahrenheit, Karen AYE

Fife, James AYE

Kenny, Roberta ABSENT

Kosakowski, Joanne AYE

Lee, Bakari AYE

Sires, Adrienne AYE

Stack, Katia ABSTAIN #1 AYE #2

Zampella, Alfred AYE

Netchert, William, Chair AYE

#1 7 Ayes... 1 Abstention... 0 Nay

#2 8 Ayes... 0 Nay

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

Jennifer Oakley
Signature of Recorder

4-10-12
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
March 13, 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), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, and Alfred Zampella.

ABSENT: Joseph Cundari, Trustee Emeritus, (ex officio), Karen Fahrenholz, Adrienne Sires, 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: Dorothy Anderson, Jennifer Christopher, Michael Ferlise, Eric Friedman, Dorothea Graham King, Roger Jones, Lloyd Kahn, Chanida Katkanant, Eugeniya Korlenko, Kitty Mazarella, Sonia Medina, Frank Mercado, Linda Miller, Randi Miller, Patrick Moore, Ferdinand Orock, Angela Pack, Denise Phillips, Ismael Randazzo, Q. Raza, Joseph Sansone, Cathy Seidman, Maureen Sheridan, John Sommer, Diane Strasz, Romilda Vacarella, Larry Vera, and Vincent Zicoello.

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.

IV. CLOSED SESSION - None

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.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular Meeting of February 21, 2012.

2. Gifts, Grants and Contract Reports - None

Introduced by: Adrienne Sires

Seconded by: James Fife

6 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 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*
- 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

6 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

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

2. APPOINTMENT OF STAFF

<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)

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)

4. MODIFICATIONS OF STAFFING TABLE FOR FY13

ADD TITLES:

HHS Site Coordinator (Grant Funded)

Supplemental Instruction (SI) Coordinator (Grant Funded)

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

Introduced by: Joanne Kosakowski

Seconded by: Alfred Zampella

6 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS –

1. *HCCC's Academic Calendar for AY 2013-2014 (Fall 2013, Spring & Summer 2014)*
2. *Termination of two AAS and five certificate programs.*

Introduced by: Bakari Lee

Seconded by: James Fife

6 Ayes.....0 Nays

Resolution Adopted

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.

XI. ADJOURNMENT 5:30 P.M.

Introduced by: James Fife

Seconded by: Roberta Kenny

6 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Non-Mandatory Accounting Transfer of Funds to the Unexpended Plant Fund FY 2011

REPORT/BACKGROUND:

At the May 21, 1991 Board of Trustees meeting, an Unexpended Plant Fund was established. The purpose of the plant fund is to provide for renewals and replacements in facilities, acquisitions and/or renovations of facilities, purchase of new equipment, and payment of debt service for plant facilities.

Under proper fund accounting policy and the guidelines established by the laws and regulations of New Jersey Governing County Colleges, the procedures set forth by the American Institute of Certified Public Accountants and the National Association of College and University Business Officers; funds can be transferred between fund accounts.

The College Administration in conjunction with the Finance Committee of the Board of Trustees has determined that with the closing of the books for June 30, 2011, additional funds should be set aside in the Unexpended Plant Funds to cover capital facility items, such as Plant and Renewal projects and equipment for College buildings and property acquisitions. It is recommended that Two Million Three Hundred Thousand Dollars (\$2,300,000.00) from the Unrestricted Fund balance be transferred to the Unexpended Plant Funds as of June 30, 2011.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the transfer of Two Million Three Hundred Thousand Dollars (\$2,300,000.00) from the Current Unrestricted Fund Balance to the Unexpended Plant Fund as of June 30, 2011.

2. Award of Five Additional Multi-Media Podium Presentation Systems for FY 12

REPORT/BACKGROUND:

This resolution is to add five (5) Multi Media Podiums to the resolution that was passed and approved at the Board meeting in March of 2011. The cost of each podium is the same as the original bid cost. The College Learning Resource Center operating budget will fund the cost of \$75,595.00 (5 Podiums at the cost of \$15,119.00 each).

The additional five (5) units will complete the installation at the North Hudson Higher Education Center instructional classrooms and the new C116 math lab.

The original bid request was advertised in the Jersey Journal and the Star Ledger on Wednesday, January 12, 2011 and Thursday, January 13, 2011. Fifteen (15) bid packages were requested and one (1) bid was received and opened on Monday, January 24, 2011. The results are the following:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Video Corporation of America	Somerset, NJ	(15) \$15,119.00 EACH

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Video Corporation of Somerset, New Jersey, to provide the equipment and installation of the additional five (5) Multimedia Podium Presentation Systems, at a total cost not to exceed \$75,595.00. The College LRC operating budget will fund this purchase.

3. Award of H.C.C.C. Cisco Voice System

REPORT/BACKGROUND:

One of the College's goals is to improve the Information Technology Systems facilities, and one of the improvements needed is our CISCO Voice Communication. In order to accomplish this task, the College will need to purchase the updated version of our CISCO Voice System. I.T.S. will work with Johnston Communications to accomplish this task. This project/implementation will be provided by CISCO's hardware and software solutions through Johnston Communications, WSCA State Contract #M-7000/73979.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the upgrade service project with Johnston Communications of Kearny, New Jersey, at a cost not to exceed \$47,442.80 for fiscal year 2012. This purchase is funded from the Information Technology Systems operating budget.

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 – 3:** 1) Non-Mandatory Accounting Transfer of Funds to the Unexpended Plant Fund FY 2012, 2) Award of Five (5) Additional Multi-media Podium Presentation Systems for FY 12, and 3) Award of HCCC Cisco Voice System.

INTRODUCED BY: Katia Stack

SECONDED BY: Bakari Lee

DATE: April 10, 2012

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

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

4-10-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ruben Melendez	Director, EOF	04/19/2012

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Elizabeth Nesius	Director of Academic Foundations	04/11/2012	\$55,000 (pro-rated)

Note: This is a replacement for Mansoor Najee-ullah.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ana Chapman	Executive Director, Center for Business & Industry	04/11/2012	\$70,000 (pro-rated)

Note: This is a replacement for Nick Micucci.

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. FACULTY PROMOTION

REPORTS/BACKGROUND

Effective Academic Year 2012-2013

Faculty members may apply for promotion to a higher academic rank with commensurate salary to the Promotion Committee. Criteria shall include but not be limited to teaching effectiveness, contributions to the College, scholarly and professional achievement, and contributions to the community. A faculty member may not be promoted within three (3) years of the effective date of the last promotion. The Promotion Committee shall forward its recommendations through the Academic Vice President to the President for approval and presentation to the Board of Trustees.

From Associate Professor to Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Raffaella Pernice	Life Sciences	\$3,500.00

RECOMMENDATION:

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

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 11
– JUNE 30, 2012**

Last Name	First Name	Department	Title
Contes	Desiree	HST	Office Assistant
Tejada	Joel	HST	Lab Assistant
Bellody	Kate	Library	Library Clerical Assistant
Filian	Lourdes	Library	Library Clerical Assistant
Wilkes	Veronica	Library	Library Clerical Assistant
Elefante	Dom	Non Credit Programs	Instructor

RECOMMENDATION:

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

4.

RESOLUTION:

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

INTRODUCED BY:

James Fife

SECONDED BY:

Karen Fahrenholz

DATE:

April 10, 2012

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

AYE
AYE
ABSENT
AYE
AYE
AYE
AYE
AYE
AYE

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

4-10-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

- 1. New Degree Associate in Science in partnership with UMDNJ School of Health Related Professions – Occupational Therapy Assistant (OTA)**

REPORT/BACKGROUND

HCCC proposes the implementation of a new Associate in Science (AS) degree program in partnership with UMDNJ School of Health Related Professions. The AS Occupational Therapy Assistant (OTA) is designed to prepare graduates to work with and help people of all ages who are challenged by disability, trauma, and/or the aging process to participate in occupations that are necessary and meaningful for them. Occupational Therapy Assistants work in healthcare, educational and other community settings in collaboration with a team and under the supervision of an occupational therapist.

The total credits required for the degree completion are 75, of which 33 credits are general education and required science courses taken at HCCC. There will be no additional cost to HCCC besides an expansion of existing general education/science sections. (Attachment I – Program Announcement for AS Occupational Therapist Assistant).

The Occupational Therapy Assistant Program (OTA) at UMDNJ was established in 2012 in response to a national, state, and local demand for OTA practitioners, supported by a grant from [Genesis Healthcare](#). **The proposed joint OTA program** is designed as a one-year plus one-year and one-semester model in collaboration with New Jersey Community College Partners. The New Jersey College Partners will provide general education, foundational and pre requisite curriculum content. UMDNJ will provide the professional content including fieldwork education to meet the Standards for an Accredited Occupational Therapy Assistant Program (2006) as administered by the Accreditation Council for Occupational Therapy Education (ACOTE).

US Department of Labor statistics indicate that employment of Occupational Therapy Assistants is expected to grow by 30 percent from 2008 to 2018 because of an increasing demand for these services. This "faster than average" growth may result in 34,600 jobs nationally for OTA's by 2018 (US Department of Labor, Bureau of Labor Statistics, 2009).

The New Jersey Department of Labor projects a 22.7 percent increase in employment for Occupational Therapy Assistants from 2008 to 2018 with 400 new jobs projected by 2018 due to growth in the profession and replacement opportunities (State of New Jersey, Department of Labor and Workforce Development, 2008).

A memorandum of Understanding (MOU) between UMDNJ School of Health Related Professions and HCCC has been developed to clearly describe mutual and individual responsibilities related to offering and granting this Joint Associate Degree Program (Attachment II – Memorandum of Understanding – Joint Degree in Occupational Therapy Assistant).

The state approval of the OTA program has been completed through UMDNJ. HCCC will be added to the list of partners upon the approval of the program and the signing of the MOU at HCCC.

HCCC has participated in such a joint degree program with UMDNJ – Associate in Science in Respiratory Care. The existing joint degree program has proven a successful partnership in which both institutions have built upon each other's unique strengths.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees approve the implementation of this joint AS degree in Occupational Therapy Assistant and authorize the President to execute a Memorandum of Understanding with UMDNJ School of Health Related Professions, effective AY 2012-2013.

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) New Degree Associate in Science in partnership with UMDNJ School of Health Related Professions – Occupational Therapy Assistant (OTA).

INTRODUCED BY: Katia Stack

SECONDED BY: Joanne Kosakowski

DATE: April 10, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

4-10-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

X. NEW BUSINESS

1. Award of Custodial Cleaning Services

REPORT/BACKGROUND:

A bid request was advertised in the Jersey Journal and the Star Ledger on Friday February 3rd and Monday February 6th, 2012. Thirty Two (32) bid packages were requested and Fifteen (15) bids were received and opened on Tuesday, February 21, 2012. The results are the following:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Maverick Building Services.	Rutherford, NJ	\$ 4,607,551.20
United Services Inc.	Kearny, NJ	\$ 4,782,926.75
Shamrock Clean	Shelton, CT	\$ 4,795,909.66
Pritchard Industries Inc.	Florham Park NJ	\$ 4,932,764.41
CFM Services Corp	Moriches NY	\$ 4,968,438.83
All Clean Building Services ,Inc	Lawrenceville, NJ	\$ 4,986,820.48
Chuk's Professional Cleaning	Belleville, NJ	\$ 5,084,199.50
Gateway Building Services	Stoney Point, NY	\$ 5,090,651.44
GCA Services Group	Macungie, PA	\$ 5,143,928.60
Unicorn Building Services	Ridgefield,NJ	\$ 5,253,112.50
Temco Facility Services	East Rutherford, NJ	\$ 5,370,459.59
T.C.U.S	Orange, NJ	\$ 5,531,040.52
Building Maintenance Services	New York, NY	\$ 5,832,838.42
CSI International Inc.	Newtown ,PA	\$ 6,072,915.60
Oriental Pacific Maintenance	Mahwah, NJ	\$ 6,749,357.00

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Maverick Building Services, Inc. of Rutherford, New Jersey to provide the Custodial Cleaning Services for the next three (3) years, at a total cost of \$4,607,551.20, to be funded from the operating budget.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED THAT the President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Maverick Building Services, Inc. of Rutherford, New Jersey to provide the Custodial Cleaning Services for the next three (3) years, at a total cost of \$4,607,551.20, to be funded from the operating budget.

INTRODUCED BY: Katia Stack


SECONDED BY: Karen Fahrenholz

DATE: April 10, 2012

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

8 Ayes..... 0 Nay

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

 4-10-12
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
April 10, 2012**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:50 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: April 10, 2012

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

4-10-12
Date