

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE
AND
HARRISON BOARD OF EDUCATION
FOR THE DELIVERY OF CULINARY, DUAL CREDIT,
AND EARLY COLLEGE INSTRUCTION
FOR ACADEMIC YEAR 2024-25**



This Agreement between the Hudson County Community College (HCCC) and the Harrison Board of Education (HBOE) is for the purposes of HCCC providing instruction in selected courses for high school students enrolled in Harrison High School (HHS). HHS students enrolled in HCCC classes will have the opportunity to earn HCCC credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty either on-campus at HCCC or through a remote modality.

Faculty Qualifications and Responsibilities

1. High school instructors teaching HCCC courses as part of the high school curriculum are required to meet the minimum educational requirements in the subject area(s) being taught or in a closely related discipline and must receive approval from the HCCC faculty coordinator or Dean responsible for that subject area prior to the commencement of instruction.
2. High school instructors teaching HCCC courses must follow the HCCC curricula, utilize required texts, maintain required minimum instructional hours (i.e., 750 minutes per credit), administer HCCC exams and submit both grades and attendance reports to HCCC by specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s). HCCC reserves the right to remove approvals of HHS instructors who do not meet HCCC standards of instruction.

Provision for Alternate Scheduling and Registration

Instruction for each approved course on HHS campuses may follow the high school schedule as it relates to start-and-end dates and frequency, as long as the required minimum instructional hours and all course outcomes are met.

Student Enrollment

1. Selection for participation in the courses covered under this agreement will initially be determined by HHS, provided that all selected students meet all course pre-and-co-requisites of HHS and HCCC. HHS will select students who demonstrate a proficiency for college-level work and a reasonable chance for successful completion.
2. HCCC will arrange with HHS for the administration of the College Placement Test for selected students and students must meet the minimum scores required by each applicable HCCC academic department to qualify to take specific HCCC courses. Students who do not meet the minimum requirements in both items 1 and 2 shall not be permitted to participate in the courses covered under this agreement. However, such students will be permitted to take required developmental and/or pre-requisite courses for the below listed course at the same tuition rates listed below.

Participating students must complete the HCCC Early College online application and student agreement form within the time frames established by HCCC. HHS will submit completed student agreement forms, signed by the participating student's school counselor and each student's parent or guardian, to the HCCC Office of Early College Programs. Participating students shall comply with and be subject to all HCCC policies applicable to HCCC students.

3. HCCC does not guarantee that any credits earned will be transferable to another institution. Whether or not to accept those credits is determined by the policies and procedures of the accepting institution.
4. HCCC and HBOE are authorized to exchange pertinent student information. Such information shall be considered confidential and shall not be disclosed except to the extent required by law or for a party to fulfill its obligations under this Agreement. HCCC will forward final grades for participating students to the high school administration upon completion of the semester and payment of all fees and tuition required by this agreement.

Courses for AY (2024-2025)

Selected students may enroll in the following courses to be offered during the 2024-25 academic year. Additional courses may be added upon mutual agreement between HCCC and HBOE.

- Bakeshop I – CAI-119 (2 credits)
- College Composition I – ENG-101 (3 Credits)
- Food Sanitation & Culinary Principles – CAI-115 (3 Credits)
- Intro to the Hospitality Industry – HMT-110 (1 Credit)
- Introduction to Political Science – PSC-101 (3 Credits)
- Introduction to Psychology – PSY-101 (3 Credits)
- Pantry and Breakfast Cookery – CAI-118 (2 Credits)
- Precalculus – MAT-110 (4 Credits)
- Principles of Sociology – SOC-101 (3 Credits)
- Production Kitchen Skills I – CAI 117 (2 Credits)
- Speech – ENG-112 (3 Credits)

Fiscal Arrangement

1. HCCC shall directly invoice HBOE for participating student tuition in accordance with the following charges and terms. The following per-credit charges are applicable for the program:
 - A. Except as otherwise provided in this Agreement, for courses taught by high school instructors during the school day as part of their regular teaching responsibilities, HBOE will be required to pay HCCC tuition of \$40.25 per credit.
 - B. For non-culinary courses taught by HCCC faculty during or after the school day, HBOE will be required to pay HCCC tuition of \$80.50 per credit. For culinary courses taught by HCCC faculty in HCCC facilities, HBOE will be required to pay the following:
 - \$27.04 registration fee per student per semester
 - \$163.20 for lab fees per student per semester
 - \$167.00 for class-related materials and meals per student per semester

- \$160.00 for required text for CAI 119 & CAI 118
- \$161.00 tuition per credit

For the Fall 2024 semester, the cost for 16 students will be \$13,427.84, with students enrolled in CAI 119. For the Spring 2025 semester, the cost for 16 students will be \$10,867.84 for students enrolled in CAI 118.

2. HBOE shall make payment to HCCC no later than sixty (60) days of HBOE's receipt of the bill from HCCC. Non-payment or late payment of all or a party of any invoice may result in students being prohibited from registering for future classes, holds on grades and transcripts and the possible referral of the bill for collections. HBOE agrees to be responsible for all collection fees and costs incurred by HCCC, including court fees and attorneys' fees, in the event that payment is not received from HBOE within sixty (60) days of HBOE's receipt of an invoice from HCCC. Invoices shall reflect enrollment through the posted withdrawal dates based on the Student Refund and Academic Calendar. HCCC shall not be obligated to make any adjustments in the per credit price charged to HBOE if the discontinuation of a student's participation in the program is not communicated to HCCC prior to the appropriate withdrawal dates.
3. HCCC will waive non-tuition fees (e.g., admission, registration, technology, student activity) for the courses covered under this agreement.
4. HBOE shall be responsible for making arrangements directly with the HCCC Bookstore for the purchase by HBOE of required textbooks prior to the start of classes for all courses except for CAI-119 and CAI-118. The cost of textbooks for courses, unless otherwise stated, is not included in the tuition rates set forth herein.

Terms of Contract

This Agreement shall be effective as of July 1, 2024 and shall run through June 30, 2025 and may be renewed annually by the parties by executing a separate agreement. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement only by written amendment executed by both parties.

Choice of Law/Venue

This Agreement shall be subject to and interpreted in accordance with the laws of the State of New Jersey without regard to New Jersey's conflicts of laws, provisions or principles. Any and all disputes between the parties arising out of or relating to this Agreement or the services provided, or obligations, thereunder shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey located in Hudson County, New Jersey.

Signature Block on Separate Page

SIGNED:



CC

7-22-2024

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Harrison Board of Education

Date