

HUDSON COUNTY COMMUNITY COLLEGE
70 Sip Avenue
Jersey City, NJ 07306

Regular Meeting – Board of Trustees

Tuesday, November 22, 2022
5:00 P.M.

Mary T. Norton Board Room and Via Zoom

In-Person: Mary T. Norton Board Room, 4th Floor, 70 Sip Avenue, Jersey City, New Jersey

Members of the public may also use the following link and join the Zoom Meeting Webinar via Audio-only:

<https://zoom.us/j/95152569830?pwd=eEtBbG1ySXA4VWVWTEtvR0hxRHJSQT09>

Passcode: 537904

Telephone: 1 (301) 715 8592

Webinar ID: 951 5256 9830

Passcode: 537904

Please note that members of the public who dial-in by telephone will not have the ability to speak during Comments from the Public and will be in listen mode only.

All microphones for public participants are muted except during the Comments from the Public portion of the meeting. If you wish to make comments and are attending via Zoom, please use the "Raise Hand" notification icon at the bottom of the screen. When you hear your name announced, you may address the Board. After the speaker's time ends, their microphone will be muted to allow others the opportunity to address the Board.

AGENDA

I. CALL TO ORDER - FLAG SALUTE

Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Doria

Karen Fahrenholz, Secretary/Treasurer

Pamela Gardner

Frank Gargiulo

Roberta Kenny

Bakari Lee, Vice Chair

Daniel Menendez – Student Alumni Representative

William Netchert, Chair

Jeanette Peña

Christopher Reber, President

Silvia Rodriguez

Harold Stahl

- 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. If there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*
- V. REPORTS**
1. *Student Government Association President's Report* *Ms. Elwir*
2. *All College Council Chair's Report* *Dr. Cronrath*
3. *President's Report* *Dr. Reber*
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**
1. *Minutes of Previous Meetings*
2. *Gifts, Grants, and Contracts*
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** *Dr. Reber*
- VIII. PERSONNEL RECOMMENDATIONS** *Dr. Reber*
- IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS** *Dr. Reber*
- X. NEW BUSINESS** *Mr. Netchert*
- XI. ADJOURNMENT** *Mr. Netchert*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

II. ROLL CALL

Trustees:

Joseph Doria _____

Karen Fahrenholz, Secretary/Treasurer _____

Pamela Gardner _____

Frank Gargiulo _____

Roberta Kenny _____

Bakari Lee, Vice Chair _____

Daniel Menendez, Student Alumni Representative, ex officio _____

William Netchert, Chair _____

Jeanette Peña _____

Christopher Reber, President, ex officio _____

Silvia Rodriguez _____

Harold Stahl _____

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 and The Star Ledger; filed with each office of the Hudson County Municipal Clerks; and posted on the Public Bulletin Boards of Hudson County Community College at 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.

MEETING INTRODUCTION

This meeting is called in conformance with the Open Public Meetings Act. Members of the public will now have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. A member of the public may not provide any portion of his/her five-minute allotment to any other member of the public. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.

Any public comments made to the Board, which the Board considers obscene, harassing, or meant to incite, will be prevented by the Board. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting. Public comments or questions are open to any matters over which the Board has purview and jurisdiction.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

III. COMMENTS FROM THE PUBLIC

If you are attending via Zoom Meeting Webinar and you wish to make comments, use the "Raise Hand" notification icon at the bottom of the screen. When you hear your name announced, you may address the Board. After the speaker's time ends, their microphone will be muted to allow others the opportunity to address the Board. Each virtual speaker will participate via audio-only.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

IV. CLOSED SESSION

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

V. REPORTS

1. *Student Government Association President's Report (S. Elwir)*
2. *All College Council Chair's Report (P. Cronrath)*
3. *President's Report (C. Reber)*

Business and Partnerships Update

Dr. Ara Karakashian, Dean of Business, Culinary Arts, and Hospitality Management

Elana Winslow, Assistant Professor and Coordinator of Business Programs

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETING

The Minutes of the Regular Meeting of October 11, 2022 are herewith 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 11, 2022.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees accept Item VI., Regular Monthly Reports and Recommendations.

INTRODUCED BY:

SECONDED BY:

DATE:

November 22, 2022

- Doria, Joseph
- Fahrenheit, Karen
- Gardner, Pamela
- Gargiulo, Frank
- Kenny, Roberta
- Lee, Bakari
- Peña, Jeanette
- Rodriguez, Silvia
- Stahl, Harold
- Netchert, William, Chair

_____ Aye _____ Nay

HUDSON COUNTY COMMUNITY COLLEGE

Regular Meeting – Board of Trustees
Tuesday, October 11, 2022
5:00 P.M., In-person and via Zoom

MINUTES

PRESENT: *Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Frank Gargiulo; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl*

Counsel to the Board: David Blank, Esq., for Scarinci and Hollenbeck

ABSENT: *Pamela Gardner; Roberta Kenny; Jasmine Ngin (Student Alumni Representative)*

I. CALL TO ORDER - FLAG SALUTE

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION – None

V. REPORTS

1. Student Government Association President's Report

Student Government Association President, Sally Elwir, offered the following report.

Thank you, President Reber, and Hello, Trustees.

It is a pleasure speaking to you again.

Last month, the Student Government Association (SGA) met every Friday to work on goals and events while supporting the clubs and student life of HCCC.

Since my last report, we hosted our first SGA Town Hall meeting, Inter-Club Council Meeting, and Outdoor Movie Night. At Town Hall, we shared updates about upcoming events, projects, and the different committees we serve on. We streamed it live on Instagram and had a great turnout, including questions and feedback from the students. We hosted the Inter-Club Council meeting to discuss planned events, budgets, and membership recruitment.

SGA members have been consistently present in the All College Council committee meetings and other campus-wide groups, such as the Enrollment Management Council, providing important student feedback and involvement.

To connect students to our staff and faculty leaders, we have created social media content by recording interviews during "Pizza with the President," where students have provided positive feedback. We also started a new series called "Tea with the Faculty and Staff," which was kicked off with Vice President Lisa Dougherty.

Here are reports on our various clubs and honor societies:

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 2

- The Business and Accounting Club hosted a Meet and Greet Pizza Party for both campuses and recently took a trip to Wall Street. Future plans include hosting a Business Expo, taking a tour of Rutgers Business School, and visiting Bloomberg.
- The French Club will teach about French culture and their foods, such as croissants.
- The Latin Society, a club that originated from the North Hudson Campus, hosted a Meet and Greet event with all departments showcasing and providing services to the students. They will also host a Latin Heritage Fashion Show on October 18 at the North Hudson Campus.
- Model UN is preparing for its conference in Boston and plans on taking a tour of United Nations Headquarters in New York.
- The Criminal Justice Club will host a self-defense training and panel on October 25. At a later date, they plan to take a tour of the Eastern State Penitentiary.
- PACDEI Student Action Group hosted a mixer with the new ESL Club and plans to collaborate for the International Fashion Show.
- Phi Theta Kappa is working on their College Project and Honors in Action Project. They have connected with Dean Fessler and plan to visit high schools and host seminars to help students in the transfer process. They are inviting alumni and collaborating with Financial Aid, Transfer Pathways, and Career Services.
- Lastly, other clubs, including the Computer Science Club, Psychology Club, Gen Z, and Music Club have been meeting and working on events to further engage the student population.

We are happy to see that all the clubs are active and doing a great job.

As for SGA's upcoming events:

- On October 12, we will host our second Town Hall meeting. Guest speakers include President Reber, Dean Clark, and VP Dougherty, who will answer student questions and address concerns. On that same day, our Inter-Club Council will meet for a second time.
- On October 28, we will host a Halloween Dance at the Culinary Conference Center from 6:00 p.m. - 9:00 p.m. There will be music, food, games, and a costume contest.
- On November 4, the International Fashion Show will be held from 4:00 p.m. - 6:00 p.m. in the Sixth Floor Atrium of Gabert Library. We will showcase outfits from various countries such as India, Italy, Egypt, Jamaica, Mexico, Philippines, and many more.
- Lastly, we will continue to attend our committee meetings and All College Council meetings to represent students and be the students' voice.

I look forward to answering any questions you may have, and thank you for your time.

Trustee Lee offered the following remarks.

This is a fantastic report and extremely comprehensive. I am curious to know more about the visit to the Eastern State Penitentiary.

SGA President Sally Elwir responded with the following remarks.

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 3

The Criminal Justice Club is planning a visit to a museum that was once a prison in Pennsylvania. No date has been set, but they are in the beginning stages of organizing this trip.

Trustee Lee commented.

I am glad Pizza with the President events have continued to carry on and that they are offered at various locations.

Great report and fantastic job, Sally.

2. All College Council Chair's Report

All College Council Vice Chair, Sharon Daughtry, offered the following report.

Good evening, Trustees, President Reber, and the HCCC community,

I am Sharon Daughtry, Vice-Chair of the All College Council (ACC), reporting on behalf of Dr. Cronrath, who is currently at the New York Yankees playoff game.

At the last ACC General Meeting, following another successful Convocation, three presentations were highlighted. The first was a presentation by VP Chiaravalloti discussing potential parking solutions for the future of HCCC. This included the trial of 50 spots at the Harrison PATH parking garage, in which parkers would need to take the PATH train seven minutes (one stop) to Journal Square.

Vice President Darryl Jones offered the second presentation regarding changing the names of college "Divisions" to "Schools," better aligning the names with the mission of the College.

The third presentation was given by Vice President Lisa Dougherty and Director John Scanlon regarding data collected on students' performance, focusing on the students who registered late for classes. The data showed that performance was weaker for those students who registered late. Thus, the Enrollment Management Council recommends changes to the add/drop period. The emphasis of the changes will focus on when students can self-register for classes. Procedures and the full extent of the policy changes are still being finalized and will hopefully be presented at the next general meeting.

Committee Report Updates

Academic Senate:

Members are working in collaboration with the IT department to provide instructions for WebEx teaching modes.

Remote class etiquette guidelines are still being developed and refined, as well as the development of instructor guidelines for remote class modality.

College Life Committee:

Members will use Smartsheet to collect miles for the "Steps for Wellness" initiative.

Feedback was collected on the mentoring program that was presented during Convocation.

Preparation has started for the Holiday Gathering scheduled for December 15.

Development and Planning Committee:

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 4

Members recapped the Suicide Awareness event in collaboration with the Wellness Center.

Volunteers from committees and the HCCC community are being sought to help at Foundation sponsored events.

Space and Facilities Committee:

Updates were provided to the committee about the pilot parking program at the Harrison PATH Station.

Designated rooms at the College are still needed for students who will take remote exams in person.

Further discussion regarding gender neutral bathroom signage also occurred.

Student Affairs Committee:

Members discussed the proposed changes to the Add/Drop policy.

Phi Theta Kappa and Educational Opportunity Fund (EOF) students and staff participated in the annual "Making Strides Against Breast Cancer" on Sunday, October 9. Big Brothers and Big Sisters will hold an Information Session for students on October 13 at 2:00 p.m. There will be an open forum for students' parents; the first monthly meeting will be held on October 27, 1:00 p.m. – 2:00 p.m. The committee is creating a list of community organizations in which faculty, staff, and students can volunteer.

Technology Committee:

Members are working with Space and Facilities Committee to find technology and space for students to take online proctored exams. Several spaces have been identified. The library is setting up a room reservation system for students to book a room in advance. A space list will be completed and shared with the community.

This ends my report. I am happy to answer any questions. Thank you for your time and attention.

Chairman Netchert followed up with an inquiry.

Could you elaborate on students' performance with late registration?

Vice President Dougherty responded with remarks.

We presented some data that were compelling. We allow students to add classes two weeks into the semester, meaning they can miss one or even two class meetings. We were curious if this affected their performance. We had a theory that it did, and it did prove to be true. Students who register late have lower GPAs, lower pass rates, higher withdrawal rates, and lower retention rates.

Our committee made a recommendation not to allow students to register after a class has met, but instead to offer them an alternative class that hasn't yet met. Some of our sister colleges have already implemented this technique with great success in achieving improved retention and graduation rates.

However, faculty may still allow students to add their classes even if they have already met. They will have the ability to grant students special permission. We're meeting with a group of faculty and students to devise a procedure to ensure that we do not harm students with this practice. We

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 5

know that, in the end, it's in the best interest of our students, but we want to have all issues covered and ensure there are plenty of classes to enroll in that start at a later date.

We will assess this change, comparing and contrasting our expectations with the outcomes.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees and colleagues.

As you heard, we're going to be launching a trial project to test whether parking spaces in the Harrison parking garage next to the PATH Station will be helpful to students, faculty, and staff. In fact, there's a resolution on the agenda tonight to fund that, and I want to take this opportunity to thank Trustee Harold Stahl. This was his idea and we're starting to see interest in it. We're now promoting this campus-wide. We have at least ten people that have stepped forward and we expect to receive more interest. It's a nine-minute PATH trip from the garage with one stop to Journal Square. We greatly appreciate Trustee Stahl's suggestion.

Sally and Sharon, thank you for your reports and for all you and your members are doing to serve the College!

I just returned with an HCCC team from the annual conference of the Hispanic Association of Colleges and Universities, or HACU, held this year in San Diego.

Joining me at the conference were students Marlenne Andalia, Leandra Cancel, and Justin Mosquera, and my colleagues, Joe Caniglia, Diana Galvez, Dr. Darryl Jones, Yeurys Pujols, and Dr. Alison Wakefield. It was an inspirational convening of over 2,500 trustees, faculty, staff and students from throughout the United States.

North Hudson Campus Executive Director Joe Caniglia, Assistant Director Diana Galvez, and our students offered an outstanding and well-received presentation about our HCCC Learning Communities to a large, standing-room-only audience. We all enjoyed sharing and learning about best practices in supporting the nation's Hispanic and Latino communities and beyond.

Our Division of Science, Technology, Engineering, and Mathematics continues to grow and thrive thanks to the leadership of Dean of STEM, Dr. Burl Yearwood; our dedicated and talented faculty and staff; and our inspirational students.

This evening, I have invited Dr. Yearwood and several colleagues to discuss a variety of initiatives and best practices in STEM.

Joining Burl to share their perspectives and experiences are faculty colleagues Faisal Aljamal and Rafiq Siddiqui. It is also a pleasure to welcome back Stephen Cronin, a graduate of our Cybersecurity program. Stephen is currently pursuing his bachelor's degree at NJIT.

Burl and team, thanks so much for joining us this evening.

Burl Yearwood offered opening remarks and presented [Division of STEM](#).

Thank you, President Reber. Good afternoon, trustees, administrators, faculty, staff, students, and members of our community.

I am Burl Yearwood, Dean of Science, Technology, Engineering, and Mathematics (STEM). The STEM Division, as the rest of the College, is focused on promoting students' success. We have

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 6

developed many exciting initiatives to expand the opportunities available to our students. I thank the amazing faculty, staff, and students in the STEM Division. Without them, none of this would be possible.

We're in the process of creating a Data Science program. This program will provide high-paying jobs to our students in an area that's growing exponentially. We are fortunate also to have four new faculty join our division. They bring creativity, expertise, and passion for helping our students.

Two months ago, the STEM Division was awarded the *INSIGHT Into Diversity* "2022 Inspiring Programs in STEM" award. We were one of the few community colleges nationwide to receive this award. In July 2022, the College and the STEM Division received a \$146,000 grant as part of the NJ Pathways initiative, a collaboration of NJCC and the New Jersey Business and Industry Association. Today, we will focus on two initiatives that exemplify the work being done in the STEM division.

First, I'd like to introduce Rafiq Siddiqui, who will talk about the SAIL Community College program.

Rafiq Siddiqui offered remarks.

Good evening, everyone. My name is Rafiq Siddiqui. I'm both an Assistant Professor and Coordinator of the Computer Science program.

Today, I am sharing some information about the Social and Interactive Learning at Community Colleges program, better known as the SAIL-CC. It was developed at Carnegie Mellon University's Learning Lab. SAIL is an online platform to help design and develop community colleges' Computer Science curricula through collaboration with the National Institute for Staff and Organizational Development (NISOD). All the courses developed on the SAIL platform are project-based, collaborative, and use real-time feedback.

There was a specific way we were selected to participate in this project. Last year, after developing the SAIL platform, Carnegie Mellon reached out to all 1,167 community colleges across the country to invite their interest in participating in the project. They were limited to selecting only 25 community colleges for this program. The requirement was that these community colleges offer python programming courses that must match, or at least be comparable with what they are doing at Carnegie Mellon University.

In November, we applied for this program, and in March of this year, we were notified that we are one of the 25 colleges selected to participate. In July, I was invited to attend a five-day boot camp. I learned all there is to know about the SAIL platform; how courses will be offered, the student view, how the lectures will be conducted, examples and projects—all the information needed for faculty to conduct courses successfully. At the end of the boot camp, Carnegie Mellon narrowed down to only ten colleges that would move on to the next phase. I'm happy to report that we were one of the ten colleges selected for this next phase.

How do students learn with SAIL? They learn in three parts. Unlike most programming courses, where students have simulated projects with simulated data and arrive at simulated solutions, it's quite the opposite with SAIL. Students have real-world problems and find a solution with real-world data, infrastructure, and scenarios. They submit their solution on the SAIL platform, where they receive instant feedback about which part is correct and which is incorrect. It also guides

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 7

them through a step-by-step procedure to correct the solution. Students can then reflect on their feedback and resubmit their solutions.

Another advantage of this program is that it should help increase student retention. Once a python programming course is placed on the SAIL platform, we'll design additional computer science courses in the future in partnership with Carnegie Mellon, and offer them on the cloud platform, which is proven to lead to certifications and jobs.

I want to invite my colleague, Professor Aljamal, who is also the coordinator of the Cybersecurity program, to speak next. Thank you.

Faisal Aljamal offered his remarks.

Good afternoon, everyone. I am Faisal Aljamal, Assistant Professor of Computer Science and Cybersecurity.

HCCC's Cybersecurity Program started about five years ago. Currently, we have over 100 students enrolled in the program. It's one of the most successful programs in the College. Our graduates are earning their bachelor's or master's degrees, while others are in the workforce.

Recently, we began working with the National Security Agency (NSA), an intelligence agency under the United States Department of Defense. They recognized us for the work we had done and our program's success. They honored us as the third community college and the tenth institution in New Jersey to be designated as a National Center of Academic Excellence in Cyber Defense (NCAE-CD), a form of accreditation. This title means that we are an institution dedicated to supporting students and graduates to serve the national interest in the area of cybersecurity, providing the nation with a pipeline of qualified cybersecurity professionals.

HCCC is committed to providing a high standard of cybersecurity education to meet the market demands, and serve the community and the nation. This also will increase enrollment, as cybersecurity is attracting many prospective students. We will have opportunities to reach higher levels by offering another certification in cybersecurity to help students and to help fulfill the need for these positions. We were presented with several certificates from the National Security Agency. For one of the certificates, we were designated as an NCAE-CD institution, presented by Lynne Clark, Chief of the National Security Agency, and Michael Howell, Supervisor for IT at the Department of Homeland Security.

I want to introduce one of our Cybersecurity graduates, Stephen Cronin, who is now pursuing his bachelor's degree at NJIT.

Stephen Cronin offered remarks.

Hello, everyone. Thank you for having me. It's always lovely to see familiar faces from Hudson.

I am happy to be back to talk about how the Cybersecurity Program at HCCC prepared me academically and professionally. The main advantage of HCCC's Cybersecurity Program is the hands-on keyboard experience in the lab. The environments in these labs are set up so that students can practice coding, hacking, configuring a PF Sense Firewall, and all sorts of other fun tools like a wire shark, KALI, and Linux. The tools mentioned are all part of excellent instruction that few other schools offer, which are especially uncommon at the community college level.

Regarding academic preparedness, I have felt prepared to go into a four-year institution. I am currently in my last semester at NJIT, majoring in Information Technology with a specialization in

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 8

Information and Network Security. As for workforce preparedness, I felt prepared to interview for internships and other positions. I began working here at HCCC in the ITS Department as a Federal work-study student. I later became a Cybersecurity Analyst for about a year at Axis Capital, an insurance company. Most recently, I completed an internship at Schonfeld, a hedge fund in Manhattan, and will return there in January 2023, working full-time.

The vital part of this journey is that in all these jobs and positions, the tasks and assignments were similar to what I learned at HCCC. It was all things I learned here and that's what really impressed these employers. I think it's a great program that you offer, and I think you must continue to support it and watch it grow and flourish.

Thank you.

President Reber resumed his remarks.

Thank you so much, Burl, Professors Aljamal and Siddiqui, and Mr. Cronin. And we thank and congratulate our dedicated faculty, staff, and students in the School of Science, Technology, Engineering, and Mathematics. You make us all proud!

Trustees, this concludes my report.

My guests and I would be happy to entertain any questions or comments you might have.

Trustee Lee asked a question.

What is the dark web?

Stephen responded.

The dark web is a collection of websites not listed in search engines. You have to work to get to them; I do not recommend it.

Trustee Lee responded.

Great presentation!

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS:

1. *The Minutes of the Regular Meeting of September 13, 2022, were approved.*
2. *Gifts, Grants, and Contracts Report*

Hudson County Community College has received the following grants:

Title: Congressionally Directed Community Project (Earmark)

Agency: New Jersey Department of Education

Purpose of Grant: The Congressionally Directed Community Project will fund technology upgrades in seven classrooms at the North Hudson Campus.

College Administrator: Patricia Clay

College Contribution: \$0

Award Amount: \$980,000.00

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolutions Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS 1-10:

1. Resolution Authorizing Purchase of Furniture Partitions for New Continuing Education and Workforce Development Workstations, to be funded from Chapter 12 at a cost not to exceed \$16,635, was approved.
2. Resolution Authorizing Purchase of Room Scheduling and Course Catalog Management Software, to be funded from the operating budget at a total cost not to exceed \$270,577, was approved.
3. Resolution Authorizing Purchase of Chromebooks for the Student Laptop Loan Program, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$298,658, was approved.
4. Resolution Authorizing Purchase of Audio Receiver Systems, to be funded by the American Rescue Plan (ARP) Grant at a total cost of \$159,864, was approved.
5. Resolution Authorizing Purchase of Desktops and Webcams, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$74,742, was approved.
6. Resolution Authorizing Renewal of the Association of College and University Educators (ACUE) Partnership, to be funded from the operating budget at a cost not to exceed \$45,000, was approved.
7. Resolution Authorizing Renewal of Document Imaging Software, to be funded from the operating budget at a cost not to exceed \$86,110, was approved.
8. Resolution Awarding Renewal of Maintenance Agreement for Sharp Multifunctional Printers/Copiers, to be funded from the operating budget at a total cost of \$70,435, was approved.
9. Resolution Authorizing Agreement for Staff and Faculty Monthly Parking at Harrison Parking Center, to be funded from the operating budget at a cost not to exceed \$45,000, was approved.
10. Resolution Approving OSHE Funding was approved.

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolutions Adopted

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 10

VIII. PERSONNEL RECOMMENDATIONS 1-5:

1. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Karina	Arango	Student Success Coach, Incarcerated Students, Academic and Workforce Pathway Program (Grant-funded)	October 12, 2022	August 31, 2023	\$ 46,096.61
Rimsha	Bazaid	Career and Academic Advisor, Gateway to Innovation (Grant-funded)	October 12, 2022	June 30, 2023	\$ 46,096.61
Glennis	Ehi	Senior Accountant	October 17, 2022	N/A	\$ 80,000.00
Curtis Lee	Mincey Jr.	Financial Counselor, Gateway to Innovation (Grant-funded)	October 12, 2022	August 31, 2023	\$ 46,096.61
Juan	Peralta	Student Services Assistant (Grant-funded; CCOG Grant)	October 12, 2022	N/A	\$ 38,000.00
Iqra	Usmani	Financial Aid Advisor	October 12, 2022	N/A	\$ 46,096.61

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 1.*

2. APPOINTMENT OF TEMPORARY FULL-TIME FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Maryann	Connelly	Instructor, Education (Non-tenured)	August 31, 2022	December 31, 2022	\$ 55,434.92

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Temporary Full-time Faculty above as Personnel Recommendation Item No. 2.*

3. AUTHORIZATION OF PART-TIME STAFF THROUGH OCTOBER 2023, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Jennifer	Cruz-Marulanda	Academic Affairs	Office Assistant	OFFAST- 252010	Pamela Bandyopadhyay
Amira	Griffith	Accessibility Services	Sign Language Interpreter	SIGNLAU-150525	Karine Davis/ Jacqueline Safont
Mohamed	Makalou	Accessibility Services	Notetaker/ Reader	READER-150525	Karine Davis/ Jacqueline Safont
Sarah	Nesheweit	Accessibility Services	Notetaker/ Reader	READER-150525	Karine Davis/ Jacqueline Safont
Gabriele	Rosado	Accessibility Services	Notetaker/ Reader	READER-150525	Karine Davis/ Jacqueline Safont
Nelson	Lovera	ADJ Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Dhruvi	Patel	ADJ Academic Support Services Department	Tutor	Tutor-252010	Kenny Fabara
Jessica	Cortez	Advisement	Advisor	200510	Jenny Henriquez
Luz	Tellez	Advisement	Advisor	200510	Jenny Henriquez
Oscar	Alvarez	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Marta	Bialkowski	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Christopher	Gabriel	English and ESL	Tutor	TUTOR-601011	Patrizia Barroero
Diego	Gonzalez	English and ESL	Office Assistant	OFFAST-101040	Alison Wakefield

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 11

Scott	Gutterman	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Melissa	Ip	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Athar	Javaid	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Christine	Olukere	English and ESL	Academic Coach	PTTUT-601011	Stephanie Calo
Leila	Saint-Amand	English and ESL	Academic Coach	PTTUT-601011	Stephanie Calo
Maryam	Syed	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Adrian	Toro	English and ESL	Academic Coach	PTTUT-601011	Patrizia Barroero
Hajar	Murray	Financial aid	Office Assistant	OFFFAST-200520	Sylvia Mendoza
Rabah	Saleh	Financial aid	Office Assistant	OFFFAST-200520	Sylvia Mendoza
Dimarie	Pagan	Grants	CTE Academic Coach	601021	Kenny Fabara
Ariana	Calle	Hudson Helps	Career Closet Coordinator	CACLCO-603055	Katherine Morales
Mary	Long	Hudson Helps	Administrative Assistant	PTADMAT-603055	Katherine Morales
Felipe	Nunes	Information Technology Services	PC Technician	PCTECH-253025	Kenneth Melewski
Ely	Amaya	Library	Library Associate	11-150510-505410	Michelle DeLaFleurs
Yadeline	Tineo	North Hudson Campus	Office Assistant	OFFFAST-252030	Joseph Caniglia
Mary Ellen	Cvek	Nursing	Skills Lab Assistant	101017	Carol Fasano
Fabiola	Josaphat	Practical Nursing	Skills Lab Tutor	TUTOR-101016	Geraldine Kiefer-Necklen
Amjed	Hedhli	STEM	Lab Assistant	LABAST-101015	Faiza Fayyaz
Janna	Roberts	Student Life and Leadership	Student Center Information Desk	Student Center Information Desk	Veronica Gerosimo

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 3.*

4. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	Department
Roberto	Defina	Humanities and Social Sciences
Gina	Milano	Humanities and Social Sciences
Leslie	Feinholtz	Humanities and Social Sciences
Ryan	Mauro	Humanities and Social Sciences
Diego	Velez	Humanities and Social Sciences
Priya	Vattappallil	Nursing and Health Sciences
Brahim	Moro	STEM

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 4.*

5. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
N/A	Program Coordinator for Holistic Supports (Grant-funded; CCOG Grant)	N/A	N/A	October 12, 2022

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 12

Student Success Coach, Incarcerated Students	Student Success Coordinator, Incarcerated Students (Grant-funded)	Fabiola Ocean	N/A	October 12, 2022
--	---	---------------	-----	------------------

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Modifications to Staffing Table listed above as Personnel Recommendation Item No 5.*

*The Board of Trustees approved the recommendations of the President, Administration, and Personnel Committee as outlined above in **Item VIII., Personnel Recommendations 1-5.***

1) Appointment of Staff; 2) Appointment of Temporary Full-time Faculty; 3) Authorization of Part-time Staff, as Needed; 4) Appointment of New Hire Adjunct Instructors; and 5) Modifications to Staffing Table.

*Introduced by: Karen Fahrenholz
 Seconded by: Bakari Lee*

8 Ayes.....0 Nays

Resolutions Adopted

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS 1-9:

1. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Pay It Forward NJ, LLC was approved.
2. Resolution Authorizing Suspension of Enrollment in Occupational Therapy Assistant Program Pursuant to Action of Receiving Program was approved.
3. Resolution Authorizing New Proficiency Certificate in Health Science was approved.
4. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Clara Maass Medical Center (CMMC) for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
5. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Newark Beth Israel Medical Center (NBIMC) for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
6. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Fit Foundry for Internship Experiences in HCCC's Personal Fitness Training and Exercise Science Programs was approved.
7. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Hudson Hospital Opco, LLC d/b/a CarePoint Health – Christ Hospital for Internship Experiences in HCCC's Human Services Pre-Social Work and Human Services Pre-Social Work Option in Addictions Counseling Programs was approved.
8. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Engage NJ was approved.
9. Resolution Authorizing Hudson County Community College's Application for the U.S. Department of Labor Employment and Training Administration's Strengthening Community

ATTACHMENT A
ITEM VI - Minutes of October 11, 2022
Page | 13

Colleges Training Grant (SCC3) and Additional Strengthening Community Colleges Training Grant (SCC3) evaluation funding was approved.

Introduced by: Karen Fahrenholz

Seconded by: Bakari Lee

8 Ayes.....0 Nays

Resolutions Adopted

X. NEW BUSINESS

Trustee Lee made the following comment:

The Association of Community College Trustees (ACCT) Annual Leadership Congress is taking place in New York City at the end of October. I will be attending. Trustees Gardner and Fahrenholz will also be attending. It is a great opportunity to meet other Board of Trustees members and a better opportunity to learn.

XI. ADJOURNMENT at 5:40 p.m.

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution Authorizing Technical Operations and Project Management Support Services

WHEREAS, Hudson County Community College (“College”) needs technical operations and project management support services; and,

WHEREAS, pursuant to N.J.S.A. 18:64A-25.19, the College publicly advertised a Request for Proposal (“RFP”) for the services for a term not to exceed two (2) years; and,

WHEREAS, the College received four (4) proposals in response to the RFP:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Colliers Project Leaders	Montvale, NJ	Various rates from \$170-\$330 per hour (starting at the Project Manager level)
KS Engineers, P.C.(MBE)	Newark, NJ	Various rates from \$78-\$177 per hour (starting at the Project Manager level)
MAST Construction Services, Inc.	Little Falls, NJ	Various Rates from \$120-\$230 per hour (starting at the Project Manager level)
Neglia Group	Lyndhurst, NJ	\$190 per hour (all levels)

WHEREAS, all proposals submitted are within the College’s budget for the purchase; and,

WHEREAS, after evaluating all proposals received, the College has determined that the proposal submitted by MAST Construction Services, Inc. (“MAST”) is in the best interests of the College, price and other factors considered, recognizing MAST’s prior experiences with College construction projects occurring over many years, as well as the College’s facilities and infrastructure; and,

WHEREAS, the College has determined that the cost proposal from MAST is responsive and reasonable as to price; and,

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

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to MAST Construction Services, Inc. of Little Falls, New Jersey, to provide technical operations and project management support services as described herein for a two (2) year term at the hourly fees set forth in MAST’s proposal.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

2. Resolution Authorizing Purchase of Employee Recruitment and Applicant Tracking System

WHEREAS, Hudson County Community College (“College”) needs to purchase an Employee Recruitment and Applicant Tracking System for use with recruitment and employment hiring; and,

WHEREAS, pursuant to N.J.S.A. 18:64A-25.19, the College publicly advertised a Request for Proposal (“RFP”) for the services for a term not to exceed two (2) years; and

WHEREAS, the College received two (2) proposals in response to the RFP:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Hirezon Corporation	Westborough, MA	Incomplete
NEOED	El Segundo, CA	\$52,000

WHEREAS, Hirezon Corporation’s proposal was non-responsive and incomplete because it failed to include any cost information as required by the RFP; and,

WHEREAS, the College has determined that the proposal submitted by NEOED is in the best interests of the College, price and other factors considered; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to NEOED of El Segundo, California, to provide an Employee Recruitment and Applicant Tracking System as described herein for a two (2) year term at a total cost not to exceed \$52,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

3. Resolution Authorizing Scan and Shred Services

WHEREAS, Hudson County Community College (“College”) needs the services of a vendor to scan and shred Enrollment and Human Resources records in the basement of the 70 Sip Avenue Building; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.9, the college may, without public advertisement, purchase goods and services through State Contracts; and,

WHEREAS, effective January 2022, Senate Bill S994 requires state departments; agencies; authorities and local government entities including counties, municipalities, school districts, state and county colleges; and public authorities commissions and independent institutions of higher learning that are authorized to make purchases as provided in the cooperative purchase program, to make a good faith effort to purchase at least five (5) percent of their goods and services from the Central Nonprofit Agency; and,

WHEREAS, ACCSES NJ serves as the Central Nonprofit Agency and manages the Set-Aside program; and,

WHEREAS, ACCSES NJ (New Jersey State Contract #89099) has quoted a price for the services at a cost not to exceed \$116,411; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to ACCSES NJ of Trenton, New Jersey, to provide the services described herein at a cost not to exceed \$116,411.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

4. Resolution Authorizing Renewal of WebEx License

WHEREAS, Hudson County Community College ("College") needs to renew a licensing agreement for the use of WebEx for eight hundred (800) individuals; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the college may, without public advertisement, purchase goods and services through State Contracts; and,

WHEREAS, Aspire Technology Partners (New Jersey State Contract # 87720) has quoted a price for the license renewal at a cost not to exceed \$44,352, which represents no increase from the prior agreement; and,

WHEREAS, the anticipated term is three (3) years; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide the licensing agreement at a cost not to exceed \$44,352.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

5. Resolution Authorizing Chiller Upgrades

WHEREAS, Hudson County Community College ("College") needs to upgrade and repair a chiller in the Culinary Conference Center; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, Trane (part of OMNIA Partners, Public Sector Cooperative/Contract #15-JLP-023) has submitted a proposal for chiller upgrades at a cost not to exceed \$36,980; and,

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

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Trane of Pine Brook, New Jersey, to provide chiller upgrades as described herein at a cost not to exceed \$36,980.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

6. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center

WHEREAS, Hudson County Community (“College”) needs to purchase various specialty foods for the Culinary Conference Center; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

WHEREAS, Baldor Specialty Foods, Inc., the current vendor providing the service, submitted a proposal to supply the specialty foods at a cost not to exceed \$85,000, which amount is within the department’s budget for specialty food purchases; and,

WHEREAS, the term of this contract is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the purchase of specialty foods from Baldor Specialty Foods, Inc. of Bronx, New York, at a cost not to exceed \$85,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

7. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center

WHEREAS, Hudson County Community (“College”) needs to purchase various seafood products for the Culinary Conference Center; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies and services; and,

WHEREAS, Blue Ribbon Fish Co., Inc., the current vendor providing the service, submitted a proposal to supply the seafood products at a cost not to exceed \$75,000, which amount is within the department’s budget for seafood; and,

WHEREAS, the term of this contract is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the purchase of seafood products from Blue Ribbon Fish Co., Inc. of Bronx, New York, at a cost not to exceed \$75,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

8. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center

WHEREAS, Hudson County Community (“College”) needs to purchase various dairy products for the Culinary Conference Center; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies; and,

WHEREAS, Dairyland USA Corporation, the current vendor providing the service, submitted a proposal to supply the dairy products at a cost not to exceed \$65,000, which amount is within the department’s budget for dairy products; and,

WHEREAS, the term of this contract is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the purchase of dairy products from Dairyland USA Corporation of Bronx, New York, at a cost not to exceed \$65,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

9. Resolution Authorizing Purchase of Meat Products for Culinary Conference Center

WHEREAS, Hudson County Community (“College”) needs to purchase various meat products for the Culinary Conference Center; and,

WHEREAS, pursuant to N.J.S.A 18A:64A-25.5 (a) (7), the College may, without public advertisement, purchase food supplies; and,

WHEREAS, Green Tree Packing Co., the current vendor providing the service, submitted a proposal to supply the meat products at a cost not to exceed \$65,000, which amount is within the department’s budget for meat products; and,

WHEREAS, the term of this contract is one (1) year; and,

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

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the purchase of meat products from Green Tree Packing Co. of Passaic, New Jersey, at a cost not to exceed \$65,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

10. Resolution Authorizing Construction of the North Hudson Campus Café to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College (“College”) is expanding student services by constructing a café at the North Hudson Campus (“Project”); and,

WHEREAS, pursuant to N.J.S.A. 18:64A-25.4, the College publicly advertised for bids for the Project; and,

WHEREAS, the College received nine (9) bids in response to the public advertisement as follows:

<u>Vendor</u>	<u>Location</u>	<u>Cost</u>
Accurate Construction Inc.	Wayne, NJ	\$864,900
APS Contracting Inc.	Paterson, NJ	\$958,000
GPC Inc.	Millburn, NJ	\$995,000
Hall Building Corp.	Farmingdale, NJ	\$918,000
Javier Construction Corp.	Clifton, NJ	\$789,900
Louis Gargiulio Company Inc.	Jersey City, NJ	\$897,000
M&M Construction Company Inc.	Union, NJ	\$899,000
Molba Construction	Little Ferry, NJ	\$848,220
Northeastern Interior Services LLC	Little Falls, NJ	\$907,000

WHEREAS, Javier Construction Corp.'s bid contained material defects in that pages one (1) and two (2) of the bid spec (Section 003000) were not returned with the bid packet, and, further, the bid bond was prepared on the bonding company's own form and not that of the College; and,

WHEREAS, Javier Construction Corp's bid does not mirror the requirements of the College's bond in accordance with N.J.S.A. 18A:64A-25.16, and the bid bond is deficient, which does not provide the security requested by the College; and,

WHEREAS, the College has determined Molba Construction to be the lowest responsible bidder; and,

WHEREAS, the cost of the Project will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Molba Construction of Little Ferry, New Jersey, to provide construction services for the Project as described herein at a cost not to exceed \$848,220.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution pending legal review.

11. Resolution Authorizing Purchase of Food Service Equipment for the North Hudson Campus Café Project to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College ("College") needs to purchase food service equipment in connection with the new North Hudson Campus Café project; and,

WHEREAS, pursuant to N.J.S.A. 18:64A-25.5 (a) (7), purchases of food supplies and services may be made, negotiated or awarded by the College without public advertising or bidding therefore; and,

WHEREAS, the College solicited quotations for each piece of equipment needed; and,

WHEREAS, the College received two (2) proposals in response to the solicitation; and,

WHEREAS, the lowest quotation for twenty-eight (28) items was submitted by Map Restaurant Supplies ("MRS") in the total amount of \$232,613; and,

WHEREAS, MRS will provide undercounter refrigerator, icemaker with bin (cube-style), drip trough, coffee brewer, thermal server, hot/cold food well unit, drop-in (electric) speedelight sandwich press, induction rethermalizer, built-in/drop-in blender (bar), wire shelving (2), reach-in refrigerator (2), hand sink and two compartment sinks (2), work table (stainless), steel top, shelving wall mounted, sandwich/salad preparation, refrigerator, food slicer (electric), ventless fryer, dishwasher (undercounter), self-service refrigerated merchandiser, combi oven (electric), induction range (countertop), and can opener; and,

WHEREAS, the College has determined that the quotation from MRS is reasonable as to price and within the College's budget for the purchase; and,

WHEREAS, the lowest quotation for two (2) items was submitted by company Singer in the total amount of \$45,094; and,

WHEREAS, Singer will provide an Expresson Cappucino Machine and rapid cook oven; and,

WHEREAS, the College has determined that the quotation from Singer is reasonable as to price and within the College's budget for the purchase; and,

WHEREAS, the cost of the purchase will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Map Restaurant Supplies of Newark, New Jersey, to purchase the food service equipment as described herein at a cost not to exceed \$232,613; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Singer of New York, New York, to purchase the food service equipment as described herein at a cost not to exceed \$45,094.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

12. Resolution Authorizing Purchase of Furniture for Redesigned Terraces to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College ("College") needs to purchase furniture for the redesigned terrace spaces at the Gabert Library and North Hudson Campus; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.9, the College may award a contract without public advertising for bids when the purchase is made through the State of New Jersey by the Division of Purchase and Property; and,

WHEREAS, Commercial Furniture Interiors (New Jersey State Contract #16-FLEET-00132) has quoted a price for the furniture with labor to deliver, receive, and install at a cost not to exceed \$127,143; and,

WHEREAS, the cost of these services will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Commercial Furniture Interiors of Mountainside, New Jersey, to provide the furniture as described herein at a cost not to exceed \$127,143.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

13. Resolution Authorizing Server Colocation Cloud Storage Services to be Funded by the American Rescue Plan (ARP) Grant

WHEREAS, Hudson County Community College ("College") needs to rent cloud server space for colocation services; and,

WHEREAS, colocation will move services out of 70 Sip Avenue to help with the transition to the Tower and require a smaller Data Center footprint and reduced electricity use; and,

WHEREAS, the College needs to avoid long periods of downtime transition between buildings and use the colocation site for VDI services, which directly support students' remote instruction; and,

WHEREAS, the College needs networking services to communicate with the colocation site; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, NJEdge.net (Contract #278834) submitted a proposal for colocation cloud storage services at a total cost of \$390,300; and,

WHEREAS, the term of the agreement is five (5) years; and,

WHEREAS, the cost of these services will be funded from the American Rescue Plan (ARP) Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to NJEdge.net of Newark, New Jersey, for colocation cloud storage services as described herein at a cost not to exceed \$390,300.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

14. Resolution Authorizing Purchase and Installation of ITV Equipment to be Funded by the Federal Earmark Grant

WHEREAS, Hudson County Community College ("College") needs to purchase and install seven (7) ITV systems at the North Hudson Campus for remote work and instruction; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A:25.9, the College may, without public advertisement, purchase goods and/or services through State contracts; and,

WHEREAS, Aspire Technology Partners (State Contract #NCPA-96) has submitted a proposal for the purchase and installation of the ITV equipment at a cost not to exceed \$618,083; and,

WHEREAS, the cost of these services will be funded from the Federal Earmark Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Aspire Technology Partners of Eatontown, New Jersey, to provide the equipment and services described herein at a cost not to exceed \$618,083.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

15. Resolution Authorizing Purchase of Apple Computers for the Social Science Department to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community College ("College") needs to purchase twenty-one (21) computers from Apple Computer, Inc. ("Apple") for the Social Science Department's Digital Arts/Studio Arts Program; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), the purchase is exempt from public bidding as the computers that are required for the program and are only available through Apple; and,

WHEREAS, Apple has quoted a price for twenty-one (21) computers at a cost not to exceed \$113,715; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Apple Computer, Inc. of Austin, Texas, to provide the computers as described herein at a cost not to exceed \$113,715.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

16. Resolution Authorizing Purchase of Cinema Cameras and Peripherals for the Fine Arts Department to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community College ("College") needs to purchase ten (10) cinema cameras and essential peripherals for the Computer Arts and Digital Art and Design programs; and,

WHEREAS, pursuant to N.J.S.A. 52:34-6.2, the College may, without public bidding, purchase goods and services through national cooperatives; and,

WHEREAS, B&H Photo Video ("BH") was awarded a contract through E&I Cooperative Services, a national cooperative, and has quoted a price for the equipment at a cost not to exceed \$45,062; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this purchase;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to B&H Photo Video of New York, New York, to provide cinema cameras and essential peripherals as described herein at a cost not to exceed \$45,062.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

17. Resolution Authorizing Renewal of Bloomberg Terminal Software to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community College ("College") needs to renew the proprietary Bloomberg Terminal Software for the business labs at the Journal Square Campus; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5 (a) (3), materials or supplies that are not available from more than one potential bidder, including, without limitation, materials or supplies that are copyrighted, are exempt from bidding; and,

WHEREAS, the term of the agreement is one (1) year; and,

WHEREAS, Bloomberg Finance L.P. submitted a proposal for the software renewal at a total cost of \$100,000, which represents no increase from the prior agreement; and,

WHEREAS, the cost of the software will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the software renewal with Bloomberg Finance L.P. of New York, New York as described herein at a cost not to exceed \$100,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take such other and further steps necessary to effectuate the purposes of this resolution.

18. Resolution Authorizing Purchase of SimMan Patient Simulator Nursing Mannequin to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community ("College") needs to purchase a training mannequin to assist with hands-on training throughout the Nursing Program; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, Laerdal Medical Corporation (Sourcewell Contract 011822-LAE/Applied Sourcewell Member ID #44246) submitted a proposal for a training mannequin at a cost not to exceed \$42,639; and,

WHEREAS, the cost of these services will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Laerdal Medical Corporation of Wappingers Falls, New York, to provide a training mannequin at a cost not to exceed \$42,639.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

19. Resolution Authorizing Purchase of SimMan Patient Simulator Software to be Funded by the Carl D. Perkins Grant

WHEREAS, Hudson County Community College ("College") needs to purchase training mannequin software licenses to provide extra on-site training for students in the Nursing Program; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.11a, the service is exempt from public bidding as the purchase is being made through an approved cooperative; and,

WHEREAS, Laerdal Medical Corporation (Sourcewell Contract 011822-LAE/Applied Sourcewell Member ID #44246) submitted a proposal for a SimMan Patient Simulator Package at a cost not to exceed \$79,294; and,

WHEREAS, the term for these services is two (2) years; and,

WHEREAS, the cost of these goods will be funded from the Carl D. Perkins Grant; and,

WHEREAS, the Administration and Finance Committee recommend this award;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College award a contract to Laerdal Medical Corporation of Wappingers Falls, New York, to provide the mannequin license at a cost not to exceed \$79,294.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

20. Resolution Authorizing Sponsorship of Annual Foundation Dinner

WHEREAS, the Hudson County Community College Foundation Board of Directors ("FBD") has asked Hudson County Community College ("College") to sponsor the Annual College Foundation Dinner ("Dinner") to be held on the premises of the Culinary Conference Center on December 8, 2022; and,

WHEREAS, the total cost of the sponsorship will not exceed \$26,000; and,

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

WHEREAS, the Administration and Finance Committee recommend this sponsorship;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the College's sponsorship of the annual College Foundation Dinner at the Culinary Conference Center at a cost not to exceed \$26,000.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

21. Resolution Authorizing Approval of the 2022 Audit

WHEREAS, Hudson County Community College ("College") had an audit conducted by Donohue, Gironde & Doria ("DGD") for the fiscal year ending June 30, 2022; and,

WHEREAS, a copy of the Audit (Attachment I) prepared by DGD was reviewed by the Finance Committee and Administration, and a copy was forwarded to the Board of Trustees; and,

WHEREAS, the Administration and Finance Committee recommend the acceptance of the Fiscal Year 2022 Audit;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College accept the Fiscal Year 2022 Audit performed by Donahue, Gironde & Doria of Bayonne, New Jersey.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

22. Resolution Authorizing Sale of Personal Property

WHEREAS, Hudson County Community College (“College”) owns personal property in the category of computer equipment that is no longer needed for College purposes and whose estimated value is less than \$25,000; and,

WHEREAS, the estimated fair market value of the property is less than \$25,000; and,

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.27, the College may sell personal property no longer needed for College purposes at private sale since the estimated value of property does not exceed the College’s bid threshold; and,

WHEREAS, GovDeals.com has provided a proposal to sell the property through the Sourcewell National Cooperative, with the amount of the contract anticipated to be less than 20% of the College’s bid threshold; and,

WHEREAS, proceeds collected will be invested in Foundation scholarships; and,

WHEREAS, the Administration and Finance Committee recommend sale of the personal property;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College hereby authorize the sale of personal property set forth above.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the Administration to take all steps necessary to effectuate the terms of this resolution.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Finance Committee as outlined above in **Item VII., Fiscal, Administrative, Lease and Capital Recommendations 1-22.**

1) Resolution Authorizing Technical Operations and Project Management Support Services; 2) Resolution Authorizing Purchase of Employee Recruitment and Applicant Tracking System; 3) Resolution Authorizing Scan and Shred Services; 4) Resolution Authorizing Renewal of WebEx License; 5) Resolution Authorizing Chiller Upgrades; 6) Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center; 7) Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center; 8) Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center; 9) Resolution Authorizing Purchase of Meat Products for Culinary Conference Center; 10) Resolution Authorizing Construction of the North Hudson Campus Café to be Funded by the American Rescue Plan (ARP) Grant; 11) Resolution Authorizing Purchase of Food Service Equipment for the North Hudson Campus Café Project to be Funded by the American Rescue Plan (ARP) Grant; 12) Resolution Authorizing Purchase of Furniture for Redesigned Terraces to be Funded by the American Rescue Plan (ARP) Grant; 13) Resolution Authorizing Server Colocation Cloud Storage Services to be Funded by the American Rescue Plan (ARP) Grant; 14) Resolution Authorizing Purchase and Installation of ITV Equipment to be Funded by the Federal Earmark Grant; 15) Resolution Authorizing Purchase of Apple Computers for the Social Science Department to be Funded by the Carl D. Perkins Grant; 16) Resolution Authorizing Purchase of Cinema Cameras and Peripherals for the Fine Arts Department to be Funded by the Carl D. Perkins Grant; 17) Resolution Authorizing Renewal of Bloomberg Terminal Software to be Funded by the Carl D. Perkins Grant; 18) Resolution Authorizing Purchase of SimMan Patient Simulator Nursing Mannequin to be Funded by the Carl D. Perkins Grant; 19) Resolution Authorizing Purchase of SimMan Patient Simulator Software to be Funded by the Carl D. Perkins Grant; 20) Resolution Authorizing Sponsorship of Annual Foundation Dinner; 21) Resolution Authorizing Approval of the 2022 Audit; and 22) Resolution Authorizing Sale of Personal Property.

INTRODUCED BY:

SECONDED BY:

DATE:

November 22, 2022

Doria, Joseph
Fahrenheit, Karen
Gardner, Pamela
Gargiulo, Frank
Kenny, Roberta
Lee, Bakari
Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ Aye

_____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2022**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

First Name	Last Name	Title	Effective Date
Dorothea	Graham-King	Administrative Assistant, Institutional Research and Planning	February 1, 2023

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

2. RESIGNATIONS

First Name	Last Name	Title	Effective Date
Aria	Ansari	Coordinator, Instructional Technology and Testing	October 12, 2022
Natalia	Da Silva	Development Coordinator	November 11, 2022
Kyara	Martin	EOF Counselor	October 31, 2022
Curtis	Mincey Jr.	Financial Counselor, Gateway to Innovation Program (Grant-funded; Temporary Full-time)	October 15, 2022
Priyanka	Naik	Administrative Support Specialist	November 25, 2022
Iyana	Vialva	Job Developer, Career Advance USA (Grant-funded)	November 11, 2022

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

3. APPOINTMENT OF FACULTY

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Gabriel	Holder	Instructor, Medical Billing and Coding Certificate Program (Tenure-track)	January 15, 2023	N/A	\$ 61,667.55

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

4. APPOINTMENT OF STAFF

First Name	Last Name	Title	Effective Date	Anticipated End Date (if applicable)	Annual Salary
Dan	Brookes	Business Developer, Gateway to Innovation Program (Grant-funded)	December 1, 2022	November 30, 2023	\$ 69,628.00
Brianna	Casagrande	Academic Counselor (Grant-funded)	November 23, 2022	N/A	\$ 49,440.00
Patricia	Clay	Associate Vice President, Chief Information Officer	January 1, 2023	N/A	\$148,000.00
Carlos	Dunn-Fernandez	Coordinator, Academic Support Services	November 23, 2022	N/A	\$ 50,939.12
Sean	Kerwick	Associate Director, Supply Chain and Logistics, Center for Workforce Innovation (Grant-funded)	January 1, 2023	June 30, 2023	\$ 77,437.00

Mary	Long	Program Coordinator for Holistic Supports (Grant-funded)	November 23, 2022	N/A	\$ 46,096.00
Victor	Moruzzi	Instructional Designer	January 3, 2023	N/A	\$ 78,000.00
Maritza	Reyes	Associate Director, Center for Adult Transition (Grant-funded)	November 28, 2022	June 30, 2023	\$ 75,000.00
Rodrigo	Romea	Coordinator, STEM and Business Tutorial Center	November 23, 2022	N/A	\$ 46,096.00
Maria Lita	Sarmiento	Alumni Manager, Gateway to Innovation Program (Grant-funded)	December 1, 2022	November 30, 2023	\$ 56,086.00
Bernadette	So	Dean of Student Success	January 17, 2023	N/A	\$ 115,000.00

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 4.*

5. APPOINTMENT OF TEMPORARY FULL-TIME STAFF

First Name	Last Name	Title	Effective Date	Anticipated End Date	Annual Salary
Domonique	Callens	Administrative Support Specialist	November 23, 2022	June 30, 2023	\$ 38,000.00
Ronny	Canales	Administrative Support Specialist	January 1, 2023	June 30, 2023	\$ 38,000.00
Haide	Contla	Program Assistant, Secaucus Center	January 1, 2023	June 30, 2023	\$ 41,200.00
Jessica	Cortez	Academic Advisor	November 23, 2023	June 30, 2023	\$ 46,096.00
Kristofer	Fontanez	Interim Manager of Web and Portal Services	December 1, 2022	June 30, 2023	\$ 53,955.00
Leslie	Soriano	Administrative Assistant	December 16, 2022	June 30, 2023	\$ 43,901.00

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Appointment of Temporary Full-time Staff above as Personnel Recommendation Item No. 5.*

6. AUTHORIZATION OF PART-TIME STAFF THROUGH NOVEMBER 2023, AS NEEDED

FIRST NAME	LAST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
Dayanira	Flores	Accessibility Services	Notetaker/ Reader	READER	Karine Davis/ Jacqueline Safont
Aisha	Javed	Accessibility Services	Notetaker/ Reader	READER-150525	Karine Davis/ Jacqueline Safont
Fatima	Javed	Accessibility Services	Notetaker/ Reader	READER-150525	Karine Davis/ Jacqueline Safont
Asia	Abazeid	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Marystella	Ahmed	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Lisa	Bellan-Boyer	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Rushi	Bhatt	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Marta	Bialkowski	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Phill	Carrillo	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Rose	Dalton	ADJ Academic Support Services Department	PT Head Academic Mentor	MENTOR-252010	Kenny Fabara
Anthony	Davenport	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Natasha	Digenio	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Dalila	Djerroud	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara

Tahar	Dob	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Carlos	Dunn-Fernandez	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Carlo-Angelo	Gochuico	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Matthew	Gomez	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Mayra	Gomez	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Ernesto	Grassi	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Rose	Grimaldi	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Sarra	Hayoune	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Madelyn	Hoffman	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Athar	Javaid	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Ayesha	Kashif Ahmad	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Liliana	Macavilca	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Gustavo	Maia de Amorim	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Reda	Mastouri	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Mark	McCarthy	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Daniel	Mendez	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Olivia	Na	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Keith	Olkewicz	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Montaha	Osman	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Rafael	Osorio	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Dimarie	Pagan	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Saedel	Pensoy	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Angline	Plummer	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Laura	Robertson	ADJ Academic Support Services Department	PT Teaching Assistant	TEACHING ASSISTANT- 252010	Kenny Fabara
James	Ryan	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Heba	Salem	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Selena	Suarez	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Sandra	Valanzola	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Isabelita	Zulueta	ADJ Academic Support Services Department	PT Tutor	TUTOR- 252010	Kenny Fabara
Jennifer	Ramirez	Bursar	Accounts Receivable Clerk	253015	Leslie Lang

Frank	Pascale	Business, Culinary Arts, and Hospitality Management	PT Additional Assignment	PTAACAI-101030	Ara Karakashian
Tonja	Webb	Business, Culinary Arts, and Hospitality Management	PT Additional Assignment	PTAACAI-101030	Ara Karakashian
Perla	De Aza Paniagua	CASS	Office Assistant	OFFAST-200510	Gretchen Schulthes
Lewis	Livesay	CASS	Advisor	ADVISOR-200510	Gretchen Schulthes
Natalia	Salazar	CASS	Office Assistant	OFFAST-200510	Gretchen Schulthes
Kamelyn	Santos	CASS	Advisor	ADVISOR-200510	Jenny Henriquez
Reda	Agourram	College Libraries	PT Library Associate-Technology	PTLRTEC-150510	Jing Yang
Suaad Susannah	Aziz	College Libraries	PT Librarian	PTLRN-150510	Alexandra Plante
Jamary	Bobbe	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Marjorie	De La Rosa	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Sohir	Elegibly	College Libraries	PT Library Associate	PTLRASO-150510	Mary Ellen Piel
Justin	Epps	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Melissa	Franco	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Martha	Gawchik	College Libraries	PT Librarian	PTLRN-150510	Alexandra Plante
Shila	Gonsalves	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Sara	Haizoun	College Libraries	Library Associate	PTLRASO-150510	Michelle DeLaFleur
Anne	Hutchinson	College Libraries	PT Librarian	PTLRN-150510	Alexandra Plante
Manuel	Lendorf	College Libraries	PT Library Associate	PTLRTEC-150510	Jing Yang
Mike	Luna	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Jeanette	Nelson	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Hussein	Odeh	College Libraries	PT Librarian	PTLRN-150510	Alexandra Plante
Robert	Richard	College Libraries	PT Library Associate-Technology	PTLRTEC-150510	Jing Yang
Kimberly	Romulus	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Krishna	Sahadeo	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Vanessa	Soto	College Libraries	PT Librarian	PTLRN-150510	Alexandra Plante
Angelita	Tubungbanua	College Libraries	PT Library Associate	PTLRASO-150510	Michelle DeLaFleur
Julieta	Veiga Da Souza	Communications	Office Assistant	OFFAST-254055	Jennifer Christopher
Marwa	Abdelaziz	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Oscar	Alvarez	Continuing Education and Workforce Development	PT Instructor	PTINST-102010 and 103005	Chastity Farrell/ Catherina Mirasol
Emmanuel	Ankrah	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Emily	Arowosaye	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Onur	Atar	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Hussein	Bakheet	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Tatiana	Balladares	Continuing Education and Workforce Development	PT Customer Service	CSTAST-102010	Chastity Farrell
Monteria	Bass	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Nicole	Behman	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Alison	Blumenfeld	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Adefolarin	Bolaji	Continuing Education and Workforce Development	PT Instructor	PTINST-103005 and 606001	Catherina Mirasol
Cynthia	Carrero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515 and 103005	Anita Belle/ Samaya Yashayeva
Yusuf	Dag	Continuing Education and Workforce Development	PT Instructor	PTINST-103005 and 603084	Catherina Mirasol
Omnia	Daoud	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Cherise	Dawson	Continuing Education and Workforce Development	PT Instructor and PT Healthcare Instructor	PTINST-102010 and HCINST-103005	Chastity Farrell/ Samaya Yashayeva
Belen	Deri	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Abdoulaye	Diallo	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Carmen	Diaz	Continuing Education and Workforce Development	PT Instructor and PT Healthcare Instructor	PTINST-102010 and HCINST-103005	Chastity Farrell/ Samaya Yashayeva
Robert	Dowd	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Mohamed	Elagib	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Ozden	Ernalbant	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Edna	Fameux	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Ernest	Fiabu	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515 and HCINST-103005	Anita Belle/ Samaya Yashayeva
Beverly	Figuroa	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Herbert	Forsberg III	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Arlene	Ganess	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Jessica	Gonzalez	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Patricia	Gonzalez Feliz	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Carmen	Guerra	Continuing Education and Workforce Development	PT Coordinator	PTCORD-102010	Chastity Farrell
Mohamed	Helmy	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Ronald	Hewitt	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Jaisha	Imran	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Sheila	James	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz

Hydah	Kilonzo	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Johnstone	Libutsi	Continuing Education and Workforce Development	PT Instructor	PTINST-102010 and HCINST-103005	Chastity Farrell/ Samaya Yashayeva
Rolando	Lugo	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Andrew	Meehan	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Melissa	Molinero	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Jose	Montalvo	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Cynthia	Morrison	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Mandanna	Naleyanda	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Abiodun	Oladeji	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Laverne	Ploom	Continuing Education and Workforce Development	PT Instructor	PTINST-102010 and HCINST-103005	Chastity Farrell/ Samaya Yashayeva
Lori	Radcliffe	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515 and HCINST-103005	Anita Belle/ Samaya Yashayeva
Qamar	Raza	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Eileen	Ressler	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Indra	Sanders	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Mohamed	Sarrouti	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Gregory	Simon	Continuing Education and Workforce Development	PT Instructor	PTINST-102010 and PTINST-103005	Chastity Farrell/ Catherina Mirasol
Angelo	Soto	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-103005	Samaya Yashayeva
Keith	Stith	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Djadi	Sylla-Samassa	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
George	Testa	Continuing Education and Workforce Development	PT Administrator	EWKADM-252010	Alexis Muniz
Adrian	Toro	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Artur	Ujazdowski	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Sarah	Ulloa	Continuing Education and Workforce Development	PT Customer Service	CSTAST-102010	Chastity Farrell
Bessa	Wahba	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Kieyeitha	Ward	Continuing Education and Workforce Development	PT Healthcare Instructor	HCINST-601515	Anita Belle
Krista	Welz	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell
Cynthia	Wilson	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Hany	Zaky	Continuing Education and Workforce Development	PT Instructor	PTINST-102010	Chastity Farrell

Maria	Zaman	Continuing Education and Workforce Development	PT Instructor	PTINST-103005	Catherina Mirasol
Megha	Sanghavi	Controller's Office/ Accounts Payable	Administrative Assistant	OFFAST-253015	Suhani Aggarwal
Michelle	Cruz	Controller's Office/ Payroll	Office Assistant	OFFAST-253015	Zuany Chicas
Tiffany	Marzano	Controller's Office/ Payroll	Office Assistant	OFFAST-253015	Zuany Chicas
Athena	Brown	Culinary Arts	Receiving Clerk	RECLERK-101030	Ara Karakashian
Anuchit	Pukdeedamrongrit	Culinary Arts	Additional Assignment	PTAACAI-101030	Ara Karakashian
Rafaela	Rodriguez	Culinary Arts	Receiving Clerk	RECLERK-101030	Ara Karakashian
Yasmeen	Abdelaziz	Cultural Affairs	Cultural Affairs Program Assistant	PTPRGA-255011	Michelle Vitale
Salma	Abdelwahed	Cultural Affairs	Gallery Educator	GALEDU-255011	Michelle Vitale
Darius	Gilmore	Development	Office Assistant	PTOFAS-255010	Mirta Sanchez
Andrea	Siegel	Development	Art Coordinator	PTACORD-255010	Mirta Sanchez
Jacqueline	Garcia	Early College Programs	Office Assistant	252032	Hope Guirantes
Richard	Charles	Enrollment Services	Enrollment Support Assistant	200525	Wajia Zahur
Alisha	Lambert	Enrollment Services	Enrollment Support Assistant	200525	Wajia Zahur
Rossella	Lopez	Enrollment Services	Enrollment Support Assistant	200525	Wajia Zahur
Betsaida	Rosario	Enrollment Services	Enrollment Support Assistant-CCOG	200525	Wajia Zahur
Leymi	Abreu	ESL	Office Assistant	OFFAST-101035	Jed Palmer
Marta	Bialkowski	ESL	PT Tutor	PTTUT-601011	Stephanie Calo
Luisa	Carranza	ESL	Office Assistant	OFFAST-101035	Jed Palmer
Devante	Charles	ESL	PT Academic Coach	ACDCOH-601011	Stephanie Calo
Omnia	Daoud	ESL	Lab Assistant/ ERC	601012	Stephanie Calo
Armilla	Fabian	ESL	Academic Coach	ACDCOH-601011	Stephanie Calo
Christopher	Gabriel	ESL	PT Tutor	PTTUT-601011	Stephanie Calo
Matthew	Gomez	ESL	PT Tutor	PTTUT-601012	Stephanie Calo
Diego	Gonzalez	ESL	PT Assistant	OFFAST-101040	Jed Palmer
Scott	Gutterman	ESL	Academic Coach	601011	Stephanie Calo
Casey	Healey	ESL	Academic Coach	ACDCOH-601011	Stephanie Calo
Donnavon P.	Heggs	ESL	Academic Coach	ACDCOH-601011	Stephanie Calo
Melissa	Ip	ESL	PT Tutor	PTTUT-601011	Stephanie Calo
Athar	Javaid	ESL	PT Tutor	PTTUT-601011	Stephanie Calo
Victoria	Migochi	ESL	PT Tutor	PTTUT-601011	Stephanie Calo
Christine	Olukere	ESL	Academic Coach	ACDCOH-601011	Stephanie Calo
Daoud	Omina	ESL	PT Tutor	PTTUT-601012	Stephanie Calo
Montaha	Osman	ESL	PT Tutor	601012	Stephanie Calo
Janna	Roberts- Gervais	ESL	PT Tutor	PTTUT-601012	Stephanie Calo
Sarah	Yagoubi	ESL	PT Tutor	PTTUT-601012	Stephanie Calo
Dauri	Abad Ramirez	Facilities	Facilities Worker	PTFWK-300510	Mark Murray
Aries	Gomes	Facilities	Facilities Worker	PTFWK-300510	Mark Murray
Apolinar	Velez	Facilities	Facilities Worker	PTFWK-300510	Mark Murray
Natalie	Mejia	Financial Aid	Office Assistant	OFFAST-200520	Sylvia Mendoza
Stephanie	Pina	Human Resources	Office Assistant	OFFAST-253020	Carmen McGuire

Anthony	Jenkins	Humanities and Social Sciences	Instructor - CADC Test Prep	601021	Denise Rossilli
Abanob	Basta	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Christian	Dominguez	Information Technology Services	PT PC Technician	PTTECH-253025	Kenneth Melewski
Rutvik	Patel	Information Technology Services	Evening Weekend Support	PTEWSUP-601510	Diana Perez
Mansi	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Dhyey	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Darshika	Patel	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Jeet	Patel	Information Technology Services	PT Network Technician	253025	Hardik Sanghavi
Margie	Tabora	Information Technology Services	Instructional Lab Assistant	ISTLAB-253025	Diana Perez
Reynel	Zamora	Information Technology Services	PT PC Technician	PTTECH-253025	Kenneth Melewski
Ana	Reyes	Mail Room and Copy Center	Customer Service Assistant	253035	Frederick Medina
Leslie	Armengolt	Nursing and Health Sciences	Office Assistant	OFFAST-101016	Maritess Wiggins/ Catherine Sirangelo
Carol	Fasano	Nursing and Health Sciences	Skills Lab Assistant	101017	Catherine Sirangelo
Moroni	Fernandez Cajavilca	Nursing and Health Sciences	Skills Lab Assistant	101017	Carl Fasano
Tayyaba	Hafeez	Nursing and Health Sciences	Office Assistant	OFFAST-101016	Maritess Wiggins/ Catherine Sirangelo
Daniel	Chasse	STEM	Office Assistant	OFFAST-603002	Azhar Mahmood
Jasmine	Ngin	STEM	Office Assistant	OFFAST-603002	Azhar Mahmood
Matari	Mohammad	STEM/ Health Science and Technology	Lab Assistant	LABAST-101015	Burl Yearwood
Natalie	Betancourt	Student Activities	PT Events Assistant	PTEVAST-701000	Veronica Gerosimo
Joaziris	Polanco	Student Activities	Peer Leader	PEERLEA-701000	Veronica Gerosimo
Mona	Mokdessi	Testing and Assessment	Testing Assistant/ Proctor	200530	Darlery Franco

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Authorization of Part-Time Staff listed above, as needed, as Personnel Recommendation Item No 6.*

7. APPOINTMENT OF NEW HIRE ADJUNCT INSTRUCTORS

First Name	Last Name	Department
Michael	Burbella	Business, Culinary Arts, and Hospitality Management
Tara	Glick	Business, Culinary Arts, and Hospitality Management
Sa-Qwona	Clark	Humanities and Social Sciences
Michele	Lawrey	Humanities and Social Sciences
Asiah	Jalo	Nursing and Health Sciences
Ali	Saleh	Nursing and Health Sciences
Rabab	Afreen	STEM

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of*

Trustees approve the Appointment of New Hire Adjunct Instructors listed above as Personnel Recommendation Item No 7.

8. MODIFICATIONS TO STAFFING TABLE

Current Approved Title	New Title	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
N/A	Instructional Technologist, Center for Online Learning	N/A	Salary Grade 114	November 23, 2022
N/A	Coordinator, Academic Support Center	Carlos Dunn-Fernandez	Salary Grade 109 Salary: \$ 50,939.12	November 23, 2022
Student Success Coordinator	Student Success Coach	Karina Arango	Salary Grade 109 Salary: \$46,096 No Salary Adjustment	November 23, 2022
Student Success Coordinator	Student Success Coach	Marian Betancourt	Salary Grade 109 Salary: \$46,096 No Salary Adjustment	November 23, 2022
Student Success Coordinator	Student Success Coach	Fabiola Occean	Salary Grade 109 Salary: \$46,096 No Salary Adjustment	November 23, 2022
Program Manager	Associate Director	Laurice Dukes	Salary Grade 115 Salary: \$ 60,000 No Salary Adjustment	November 23, 2022
Program Manager	Associate Director	Sean Kerwick	Salary Grade 115 Salary: \$77,437 No Salary Adjustment	November 23, 2022

RECOMMENDATIONS FOR STAFFING TABLE CHANGES TO REFINE NEW EMPLOYEE COMPENSATION AND CLASSIFICATION SYSTEM (See further explanation on Page 47)

Background: The following recommendations reflect assessment of title classifications and the relevant salary grades of Deans, Associate Vice Presidents and other titles following the recommendations of the Evergreen Consulting Market Study and implementation of the Employee Compensation and Classification System approved in May 2022. The proposed recommendations refine and resolve some staffing inconsistencies realized since the new system was implemented, and some recent changes in staffing. Student Services deans will remain assigned to the classification of Dean I and remain in Salary Grade 122 with salary equity adjustments as appropriate. Academic Affairs deans will be assigned to the classification of Dean II and move to Salary Grade 123 with salary equity adjustments as appropriate. Associate Vice Presidents will move to Salary Grade 124 with salary equity adjustments as appropriate.

Current Approved Title	New Classification Title	Incumbent (If applicable)	Salary and Grade Adjustment (If applicable)	Effective Date
Assistant Director, Institutional Research and Planning	Director II	John Urgola	Salary Grade 119 Equity Adjustment From: \$66,950 To: \$75,351	November 23, 2022
Dean of Student Life	Dean I	David Clark	Salary Grade 122 Equity Adjustment From: \$106,000 To: \$117,000	November 23, 2022
Dean of Enrollment Services	Dean I	Matthew Fessler	Salary Grade 122 Equity Adjustment From: \$106,000 To: \$117,000	November 23, 2022
Dean of Financial Aid	Dean I	Sylvia Mendoza	Salary Grade 122 Equity Adjustment From: \$106,000 To: \$117,000	November 23, 2022

Dean of Student Success	Dean I	Bernadette So	Salary Grade 122 New Appointment Salary: \$115,000	January 2, 2023
Dean of Business, Culinary Arts and Hospitality Management	Dean II	Ara Karakashian	Salary Grade 123 Equity Adjustment From: \$113,000 To: \$120,000	November 23, 2022
Dean of Academic Affairs and Assessment	Dean II	Heather DeVries	Salary Grade 123 Salary: \$124,036 No Salary Adjustment	November 23, 2022
Dean of Libraries	Dean II	John Hernandez	Salary Grade 123 Salary: \$125,000 No Salary Adjustment	November 23, 2022
Dean of Nursing and Health Sciences	Dean II	Catherine Sirangelo	Salary Grade 123 Equity Adjustment From: \$129,566 To: \$132,370	November 23, 2022
Dean of Humanities and Social Sciences	Dean II	Alison Wakefield	Salary Grade 123 Salary: \$130,000 No Salary Adjustment	November 23, 2022
Dean of STEM	Dean II	Burl Yearwood	Salary Grade 123 Equity Adjustment From: \$121,654 To: \$127,000	November 23, 2022
Associate Vice President	N/A	Patricia Clay	Salary Grade 124 New Appointment Salary: \$148,000	January 1, 2023
Associate Vice President	N/A	Lori Margolin	Salary Grade 124 Salary: \$149,968 No Salary Adjustment	November 23, 2022
Executive Director, Institutional Research and Planning	Associate Vice President	John Scanlon	Salary Grade 124 Equity Adjustment From: \$130,900.64 To: \$140,000	November 23, 2022

RECOMMENDATION: *The President, Administration, and Personnel Committee recommend that the Board of Trustees approve the Modifications to Staffing Table listed above as Personnel Recommendation Item No 8.*

9. RESOLUTION TO APPROVE POLICY ON HUMAN RESOURCES

WHEREAS, *the Board of Trustees ("Board") is committed to ensuring regular review and updates of the College's policies; and,*

WHEREAS, *the President, Administration, and Personnel Committee recommend implementation of the Policy on Human Resources; and,*

WHEREAS, *the Board will delegate to the President the responsibility to develop procedures and guidelines for the implementation of this policy;*

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees approve the attached policy.*

BE IT FURTHER RESOLVED *that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.*

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees approve the recommendations of the President, Administration, and Personnel Committee as outlined above in Item VIII., Personnel Recommendations 1-9.*

1) Retirement; 2) Resignations; 3) Appointment of Faculty; 4) Appointment of Staff; 5) Appointment of Temporary Staff; 6) Authorization of Part-time Staff, as Needed; 7) Appointment of New Hire Adjunct Instructors; 8) Modifications to Staffing Table; and 9) Policy on Human Resources.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: November 22, 2022

Doria, Joseph _____

Fahrenholz, Karen _____

Gardner, Pamela _____

Gargiulo, Frank _____

Kenny, Roberta _____

Lee, Bakari _____

Peña, Jeanette _____

Rodriguez, Silvia _____

Stahl, Harold _____

Netchert, William, Chair _____

_____ Aye _____ Nay

SUPPORTING MATERIALS



Recommendations for Staffing Table Changes to Refine New Employee Compensation and Classification System, November 2022

1. Change in Classification Level of Associate Vice Presidents
 - Title of Associate Vice President to be Placed in Salary Grade 124
 - Cabinet to Include Vice Presidents and Associate Vice Presidents
 - Patricia Clay Moving from Ellucian Employee to HCCC Employee at Level of Associate Vice President with Reduction in Cost of Ellucian Contract and Slight Salary Savings; Patricia Clay Joining Cabinet
 - Lori Margolin, Associate Vice President (Continuing Education and Workforce Development) Joining Cabinet with No Salary Change
 - John Scanlon's Title Changing from Executive Director to Associate Vice President (Institutional Research and Planning) with Equity Salary Adjustment; John Scanlon is Already a Member of Cabinet
 - John Urgola's Title Changing from Assistant Director to Director with Equity Salary Adjustment (Related to Title Change Above)
2. Change in Classification Level of Academic Affairs Deans to Differentiate their Responsibilities and Salary Levels from those of Student Services Deans
 - Dean I Classification to Include Student Services Deans at Salary Grade 122, with Several Salary Equity Adjustments.
 - Appointment of Dean of Student Success to Replace Dr. Sheila Dynan, who Retired in August; Dr. Bernadette So Joining as Dean of Student Success at Salary Grade 122.
 - Dean II Classification to Include Academic Affairs Deans at Salary Grade 123, with Salary Equity Adjustments for Dr. Ara Karakashian, Catherine Sirangelo and Dr. Burl Yearwood.

Attachment - Resolution 9**POLICY ON HUMAN RESOURCES****Purpose:**

The purpose of this policy on Human Resources is to ensure effective and efficient personnel practices and programs that support a diverse employee workforce and an inclusive and engaged working community.

Policy:

The College and its Board of Trustees (“Board”) are committed to supporting a highly qualified, professional, talented, inclusive and diverse workforce within its faculty, staff and administration. The College is committed to ensuring a safe, healthy, and caring working environment for its employees. The Office of Human Resources leads and supports fair, equitable and inclusive processes in all office operations and employment practices. These include recruitment, screening, hiring, onboarding, retention, employee relations, training and development, investigations, employee records, labor relations management and compliance, classification, promotion, transfer, termination, salary, compensation and benefits, recognition, and programming.

The Board delegates to the President the responsibility for developing Human Resources procedures consistent with this policy. The Office of Human Resources will be responsible for implementing the policy in all Human Resources programs, services, and activities.

Approved: November 2022**Approved by: Board of Trustees****Category: Human Resources****Scheduled for Review: November 2024****Responsible Department(s): Human Resources**

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

IX. ACADEMIC AND STUDENT AFFAIRS RECOMMENDATIONS

1. Resolution Authorizing Change in Nomenclature for Academic Units from Divisions to Schools

WHEREAS, Hudson County Community College (“College”) is committed to providing its diverse communities with inclusive, high-quality educational programs and services that promote student success and upward social and economic mobility; and,

WHEREAS, in support of its mission, the College has developed two overarching institutional priorities of student success; and diversity, equity and inclusion; and,

WHEREAS, the College seeks to change the nomenclature for its academic units from Divisions to Schools in order to promote a greater sense of belonging among students and in alignment with the principles of student success and diversity, equity and inclusion; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the change in nomenclature for academic units from Divisions to Schools;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the change in nomenclature for academic units from Divisions to Schools, effective January 1, 2023.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

2. Resolution Authorizing Academic Calendar for the Fall 2023 Term

WHEREAS, Hudson County Community College (“College”) is committed to ensuring students’ success, and the College develops an academic calendar that outlines important dates pertinent to academic terms; and,

WHEREAS, the Academic Calendar Planning Committee is comprised of individuals from across the College, and the academic calendar planning process is a joint effort of the Divisions of Academic Affairs and Student Affairs; and,

WHEREAS, an academic calendar has been developed for the fall 2023 term; and,

WHEREAS, this academic calendar complies with all internal and external planning guidelines; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Academic Calendar for the fall 2023 term;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Academic Calendar for the fall 2023 term.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

3. Resolution Authorizing Revised Academic Calendar for the Summer 2023 Term

WHEREAS, Hudson County Community College (“College”) is committed to ensuring students’ success, and the College develops an academic calendar that outlines important dates pertinent to academic terms; and,

WHEREAS, the Academic Calendar Planning Committee is comprised of individuals from across the College, and the academic calendar planning process is a joint effort of the Divisions of Academic Affairs and Student Affairs; and,

WHEREAS, the academic calendar developed for the summer 2023 term has been revised to better align online and on-ground/remote sessions, thereby providing students with a more consistent learning experience throughout the term; and,

WHEREAS, the revised academic calendar complies with all internal and external planning guidelines; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the revised Academic Calendar for the summer 2023 term;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Academic Calendar for the summer 2023 term.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

4. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Felician University for Academic Pathways in Accounting and Business Administration

WHEREAS, Hudson County Community College (“College”) seeks to optimize community engagement through the development of seamless academic pathways with K-20 partners and in support of the College’s mission to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

WHEREAS, the College offers Associate of Science in Accounting and Associate of Science in Business Administration degree programs (“Programs”); and,

WHEREAS, one goal of the Programs is the successful transfer of its students to a four-year university to pursue a Bachelor of Science degree and beyond; and,

WHEREAS, Felician University (“Felician”) offers Bachelor of Science degree programs in Accounting and Business Administration as well as a Master in Business Administration degree program; and,

WHEREAS, the College seeks to enter into an Articulation Agreement (“Agreement”) with Felician whereby students who earn an Associate of Science in Accounting or an Associate of Science in Business Administration degree at the College will be able to transfer seamlessly into the Felician Bachelor of Science in Accounting or the Bachelor of Science in Business Administration degree programs, respectively, retroactive to September 1, 2022; and,

WHEREAS, this Agreement will remain in effect for three (3) years unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and the Academic and Student Affairs Committee, recommend the approval of this Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Articulation Agreement between Hudson County Community College and Felician University, effective September 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

5. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and The Medicine Woman

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, The Medicine Woman shares this vision as it aspires to support HCCC students and community residents in benefitting from Cannabis legalization; and,

WHEREAS, Hudson County Community College ("College") offers non-credit and credit-bearing Cannabis programs ("Programs") through its Division of Continuing Education and Workforce Development and its Division of Business, Culinary Arts, and Hospitality Management, respectively; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding ("MOU") with The Medicine Woman, whereby the College and The Medicine Woman will work collaboratively to provide internship, externship, and employment opportunities for HCCC students completing HCCC Cannabis courses; offer Cannabis-related workshops, training programs, and events; serve on HCCC's Cannabis Advisory Board; leverage resources for the promotion of each organization; and, contribute to scholarship funds for HCCC students directly or through support of HCCC Foundation events; and,

WHEREAS, this MOU will remain in effect for one (1) year unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and The Medicine Woman;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and The Medicine Woman, retroactive to August 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

6. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Golden Door Dispensary

WHEREAS, Hudson County Community College ("College"), as one of the nation's leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, Golden Door Dispensary shares this vision as it aspires to support HCCC students and community residents in benefitting from Cannabis legalization; and,

WHEREAS, Hudson County Community College ("College") offers non-credit and credit-bearing Cannabis programs ("Programs") through its Division of Continuing Education and Workforce Development and its Division of Business, Culinary Arts, and Hospitality Management, respectively; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding (“MOU”) with Golden Door Dispensary, whereby the College and Golden Door Dispensary will work collaboratively to provide internship, externship, and employment opportunities for HCCC students completing HCCC Cannabis courses; offer Cannabis-related workshops, training programs, and events; serve on HCCC’s Cannabis Advisory Board; leverage resources for the promotion of each organization; and, contribute to scholarship funds for HCCC students directly or through support of HCCC Foundation events; and,

WHEREAS, this MOU will remain in effect for one (1) year unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and Golden Door Dispensary;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and Golden Door Dispensary, effective December 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

7. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Seraph and Sons, LLC

WHEREAS, Hudson County Community College (“College”), as one of the nation’s leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, Seraph and Sons, LLC (“Seraph and Sons”) shares this vision as it aspires to support HCCC students and community residents in benefitting from Cannabis legalization; and,

WHEREAS, Hudson County Community College (“College”) offers non-credit and credit-bearing Cannabis programs (“Programs”) through its Division of Continuing Education and Workforce Development and its Division of Business, Culinary Arts, and Hospitality Management, respectively; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding (“MOU”) with Seraph and Sons, whereby the College and Seraph and Sons will work collaboratively to provide internship, externship, and employment opportunities for HCCC students completing HCCC Cannabis courses; offer Cannabis-related workshops, training programs, and events; serve on HCCC’s Cannabis Advisory Board; leverage resources for the promotion of each organization; and, contribute to scholarship funds for HCCC students directly or through support of HCCC Foundation events; and,

WHEREAS, this MOU will remain in effect until September 30, 2023 unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and Seraph and Sons, LLC;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and Seraph and Sons, LLC, effective upon approval.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

8. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Laboratory Corporation of America Holdings (LabCorp) for Clinical Experiences in Phlebotomy

WHEREAS, Hudson County Community College (“College”) offers a Phlebotomy program (“Program”) through its Division of Continuing Education and Workforce Development; and,

WHEREAS, the Program includes a clinical experience component; and,

WHEREAS, the Program requires sites at which its students can fulfill the requisite clinical experiences; and,

WHEREAS, Laboratory Corporation of America Holdings (“LabCorp”) has the capacity to meet the needs of the Program; and,

WHEREAS, Hudson County Community College seeks to enter into an Affiliation Agreement (“Agreement”) with LabCorp whereby students enrolled in the Program will be able to complete their clinical experiences at a LabCorp site as designated in the Agreement; and,

WHEREAS, this Agreement will have an initial term of one (1) year and will remain in effect for one (1) year terms thereafter unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Agreement between Hudson County Community College and Laboratory Corporation of America Holdings;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Agreement between Hudson County Community College and Laboratory Corporation of America Holdings, effective as of the date of last signature.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

9. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and American Express GBT (Amex)

WHEREAS, Hudson County Community College (“College”), as one of the nation’s leading and most diverse urban community colleges, aspires to offer consistently best-practice, transformative educational and economic opportunities for its students and all residents of Hudson County; and,

WHEREAS, American Express GBT (“Amex”) shares this vision as it aspires to support Hudson County Community College students and alumni; and,

WHEREAS, the College seeks to enter into a Memorandum of Understanding (“MOU”) with Amex whereby the College and Amex will work collaboratively to support the College’s students and alumni in ways that may include development of an internship program and other experiential learning opportunities, training programs, the sharing of data, and grant-funded programs; and,

WHEREAS, this MOU will remain in effect for one (1) year unless otherwise terminated by either party in accordance with the parameters established in the Agreement; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the MOU between Hudson County Community College and American Express GBT;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College approve the Memorandum of Understanding between Hudson County Community College and American Express GBT, retroactive to November 1, 2022.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College's Administration to take all steps necessary to effectuate the terms of this resolution.

10. Resolution Authorizing Contract Extension Between Hudson County Community College (HCCC) and Classroom Au Pair

WHEREAS, Hudson County Community College ("College") and Classroom Au Pair, LLC ("Classroom Au Pair") entered into an agreement dated November 1, 2020, through which Classroom Au Pair markets HCCC's au pair programming to interested au pairs, and HCCC provides the au pair programming for enrolled au pairs; and,

WHEREAS, Classroom Au Pair has advised HCCC that it wishes to enter into a new form of agreement that it is currently preparing for review by HCCC; and,

WHEREAS, the parties desire to extend the contract for a period of three months, through January 31, 2023, to allow for the new agreement to be prepared, reviewed, negotiated and signed; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend this contract extension;

NOW, THEREFORE, BE IT RESOLVED that the Hudson County Community College Board of Trustees approve the contract extension with Classroom Au Pair as described herein.

BE IT FURTHER RESOLVED that the Board authorizes the Administration to take such other and further steps as necessary to effectuate the purpose of this resolution.

11. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Thomas Edison State University for Prior Learning Assessment Services

WHEREAS, Hudson County Community College ("College") seeks to optimize community engagement through the development of seamless academic pathways and in support of the College's mission to provide high-quality educational opportunities that promote student success and upward social and economic mobility; and,

WHEREAS, the College offers Associate of Applied Science in Advanced Manufacturing, Associate of Applied Science in Construction Management, and Associate of Applied Science in Technical Studies degree programs ("Programs") through its Division of Science, Technology, Engineering, and Mathematics; and,

WHEREAS, a goal of the Programs is to assess students' prior learning in these disciplines and provide students with academic credit for prior learning as appropriate; and,

WHEREAS, the College requires a partner to provide systematic assessment of a wide range of prior learning; and,

WHEREAS, Thomas Edison State University ("TESU") has the capacity to meet the needs of the College; and,

WHEREAS, Hudson County Community College seeks to enter into a Memorandum of Understanding (“MOU”) with TESU, whereby a Prior Learning Assessment Transfer Pathway (“PLA Transfer Pathway”) will be created and students enrolled in the Programs will be able to utilize the PLA Transfer Pathway for the evaluation of prior learning; and,

WHEREAS, this Agreement will remain in effect for two (2) years unless otherwise terminated by either party in accordance with the parameters established in the MOU; and,

WHEREAS, the Administration, and Academic and Student Affairs Committee, recommend the Agreement between Hudson County Community College and Thomas Edison State University;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorize the Memorandum of Understanding between Hudson County Community College and Thomas Edison State University, effective as of the date of last signature.

BE IT FURTHER RESOLVED that the Board of Trustees authorize the College’s Administration to take all steps necessary to effectuate the terms of this resolution.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, Administration, and Academic and Student Affairs Committee as outlined above in **Item IX., Academic and Student Affairs Recommendations 1-11:**

- 1) Resolution Authorizing Change in Nomenclature for Academic Units from Divisions to Schools;
- 2) Resolution Authorizing Academic Calendar for the Fall 2023 Term;
- 3) Resolution Authorizing Revised Academic Calendar for the Summer 2023 Term;
- 4) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Felician University for Academic Pathways in Accounting and Business Administration;
- 5) Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and The Medicine Woman;
- 6) Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Golden Door Dispensary;
- 7) Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Seraph and Sons, LLC;
- 8) Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Laboratory Corporation of America Holdings (LabCorp) for Clinical Experiences in Phlebotomy;
- 9) Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and American Express GBT (Amex);
- 10) Resolution Authorizing Contract Extension Between Hudson County Community College (HCCC) and Classroom Au Pair; and,
- 11) Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Thomas Edison State University for Prior Learning Assessment Services.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: November 22, 2022

Doria, Joseph _____
 Fahrenholz, Karen _____
 Gardner, Pamela _____
 Gargiulo, Frank _____
 Kenny, Roberta _____
 Lee, Bakari _____

Peña, Jeanette
Rodriguez, Silvia
Stahl, Harold
Netchert, William, Chair

_____ *Aye*

_____ *Nay*

Supporting Documents

Semester Start-Up Events

Wed.	Aug.	23	College Service Day
Thurs.		24	All College Adjunct Faculty Orientation – 6 p.m.
Wed.		30	Convocation

15-Week Terms: Regular, Online Regular & Hybrid, Early College, and Culinary Evening: August 30 – December 18

Wed.	Aug.	30	Convocation Classes with a start time of 3:30 p.m. or later are in session Classes begin for Regular, Online Regular & Hybrid, and Culinary Evening Sessions
Sat.	Sept.	2	<i>Labor Day Weekend – College closed</i>
Mon.	Sept.	4	
Wed.	Sept.	13	Classes begin for Early College sessions (“HP”) Last day to drop**: 9/26
Wed.	Sept.	13	Last Day to Drop** for 15-Week Regular, ONR/Hybrid, and Culinary Evening Terms
Sun.	Oct.	1	Last day to file Degree Audit Application for December 2023 Graduation
Mon.	Oct.	9	Columbus Day – Classes in session
Wed.	Oct.	18	Midterm Exams/Advisement Period
Tues.	Oct.	24	
Tues.	Oct.	31	Last day to submit Midterm Advisory Grades
Tues.	Nov.	7	Election Day – Classes in session
Fri.	Nov.	10	Veterans’ Day (Observed) – Classes in session
Wed.	Nov.	15	Last day to complete official withdrawal (W) for Regular, ONR & Hybrid, Early College, and Culinary Evening Classes
Wed.	Nov.	22	Classes with a start time prior to 3:30 p.m. are in session.
Thurs.	Nov.	23	<i>Thanksgiving Recess – College closed</i>
Sun.	Nov.	26	
Tues.	Dec.	12	Last classes and/or final exams for classes in the following 15-week terms: Regular, Hybrid, Early College, and Culinary Evening
Mon.	Dec.	18	
Fri.	Dec.	15	Last classes and/or final exams for ONR ONR Grades due: 12/20/23
Thurs.	Dec.	21	Last day to submit final grades

Registration must occur at least one day prior to first class meeting.

***For a complete list of refund dates, please consult the Summer/Fall 2023 Student Refund Calendar.*

Important Dates for Special Sessions

Culinary (Day) Cycles

Aug. 30 - Oct. 4	Culinary Cycle I	Last day to drop**: 9/11	Last day to W: 9/18	Grades due: 10/9
Oct. 5 - Nov. 8	Culinary Cycle II	Last day to drop**: 10/17	Last day to W: 10/24	Grades due: 11/13
Nov. 9 - Dec. 18	Culinary Cycle III	Last day to drop**: 11/21	Last day to W: 11/28	Grades due: 12/21

7-Week Sessions: Online and On-Ground/Remote

Aug. 30 - Oct. 18	Online Session A	Last day to drop**: 9/6	Last day to W: 10/9	Grades due: 10/23
Sept. 5 – Oct. 23	On-Ground/Remote 1	Last day to drop**: 9/12	Last day to W: 10/12	Grades due: 10/26
Oct. 26 – Dec. 15	Online Session B	Last day to drop**: 11/2	Last day to W: 12/5	Grades due: 12/20
Oct. 26 – Dec. 18 (No class – 11/22)	On-Ground/Remote 2	Last day to drop**: 11/2	Last day to W: 12/7	Grades due: 12/21

12-Week “Quick Term” & Off-Site Sections

Sept. 20 - Dec. 17 (No class – 11/22)	“Q” & Off-Site Sections (12-wk.)	Last day to drop**: 9/26	Last day to W: 11/15	Grades due: 12/20
--	---	--------------------------	----------------------	-------------------

Note: The College reserves the right to modify the calendar. Academic Affairs • ACP Endorsed 11.8.2022

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2023

Summer I: Monday, May 22 – Monday, July 3, 2023

Monday	May	22	Classes begin, Summer I	<i>Registration must occur at least one day prior to first class meeting.</i>
Wednesday	May	24	Last day to drop** classes for Summer I	
<i>Monday</i>	<i>May</i>	<i>29</i>	<i>Memorial Day – College Closed</i>	
Wednesday	June	14	Last day to complete official withdrawal for Summer I	
Thursday	June	29	Final Exams for Summer I	Last day to submit grades: July 10, 2023
Monday	July	3		
<i>Tuesday</i>	<i>July</i>	<i>4</i>	<i>Independence Day – College Closed</i>	<i>**For a complete list of refund dates, please consult the Summer/Fall 2023 Student Refund Calendar.</i>

Online Session A: May 22 – July 3, 2023

Monday	May	22	Classes begin, Online A	
Tuesday	May	30	Last day to drop** classes for Online A	
Wednesday	June	14	Last day to withdraw from Online A	
Monday	July	3	Final Exams for Online A	Last day to submit grades: July 10, 2023

Summer II: Wednesday, July 12 – Tuesday, August 22, 2023

Wednesday	July	12	Classes begin, Summer II	
Monday	July	17	Last day to drop** classes for Summer II	
Thursday	August	3	Last day to complete official withdrawal for Summer II	
Monday	August	21	Final Exams for Summer II	Last day to submit grades: August 25, 2023
Tuesday	August	22		

Online Session B: July 12 – August 22, 2023

Wednesday	July	12	Classes begin, Online B	
Wednesday	July	19	Last day to drop** classes for Online B	
Monday	August	7	Last day to withdraw from Online B	
Tuesday	August	22	Final Exams for Online B	Last day to submit grades: August 25, 2023

Special Sessions:

Transitional Programs (Enrichment, Bridge, Boot Camps)	June 5 – August 24, 2023 (<i>Tentative</i>)
EOF Summer Program for New Students	July 10 – August 10, 2023 (<i>Tentative</i>)

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



**ARTICULATION AGREEMENT
BETWEEN**

Hudson County Community College

AND

Felician University

**Bachelor of Science in Business Administration Program
Bachelor of Science in Accounting Program
with
Master of Business Administration Program**

OVERVIEW:

This formal program articulation agreement is made and entered into by Felician University, hereinafter referred to as Felician, and Hudson County Community College, hereinafter referred to as HCCC. By this agreement, HCCC and Felician express a shared commitment to increasing opportunities for student access and success in higher education. By clarifying transfer policies and procedures, which assure articulation between programs, the institutions seek to assist students in making a seamless transfer.

PURPOSE:

This agreement provides students who are enrolled in specific HCCC associate degree programs the opportunity to complete a Bachelor's of Business Administration and Bachelor's of Science in Accounting degree with Felician University. Any HCCC student who is enrolled in HCCC's A.S. Business Administration and A.S. in Accounting programs are guaranteed that Felician will accept designated freshman and sophomore Business and Accounting credit hours, general education credits required for the degree, plus any freshman and sophomore general education hours required by Felician beyond the HCCC credits. Felician will apply such to the Bachelor of Science degree in a manner consistent with the treatment of native students.

CONDITIONS OF TRANSFER:

Section I: Admissions and Matriculation

HCCC students maintaining continuous enrollment under this agreement or matriculating into Felician within one year from the last registration date with HCCC will be afforded the same treatment and protection as Felician native students enrolled under the Felician catalog in effect the year the student officially matriculates from HCCC.

Criteria for acceptance into the Bachelor of Science will be the same for transfer as for native students.

Students seeking admission to Felician must have a minimum 2.00 cumulative grade point average (GPA) for all college work attempted.

The grade point average used to determine admission to the baccalaureate program will be calculated based upon the academic policies of Felician University. Courses in progress will not be used for calculating GPA.

Students must supply official HCCC transcripts (and those from any other colleges) to Felician.

Transcripts will be evaluated by representatives from the Business & Information Sciences department and the Office of Admission at Felician University.

The Office of Admission at Felician has established application procedures and deadlines. Students should contact the Office of Admission for details or consult the Felician Undergraduate Academic Catalog.

Transfer students from HCCC will have access to financial aid, scholarships, and student services on the same basis as native students. Students will be referred to Felician University's Financial Aid Office for more details.

Felician will apply the same academic progress and graduation standards to HCCC transfer students as those applicable to native students.

Section II: Transfer of Credit

Academic courses taken at HCCC will be subject to the following rules for transfer of credit:

- A. Courses that are developmental (below 100 level courses) are not transferable toward a baccalaureate degree.
- B. Academic courses for which the student has earned a letter grade of A, B, or C will be accepted for transfer toward graduation credit hour requirements.
- C. Academic courses for which the student has earned a letter grade of C-, D+, or D will be accepted for transfer toward graduation credit hour requirements, but only when these courses have been applied toward the completion of an earned associate degree.

- D. Transfer credit earned under the conditions of Section II.C. above will apply only toward general education or elective requirements. Under no circumstances will this transfer credit be applicable toward major requirements.
- E. Courses with grades of (F) and (AU) do not count toward graduation credit hours.
- F. Students who have earned scores on Advanced Placement (AP) tests offered in high school may be awarded college credit after evaluation of official score reports from the College Entrance Examination Board. Accepted credit will be recorded on a student's transcript in accordance with the Felician grade policy. Credit is not granted for an AP score if the student completes a college course equivalent to the AP subject.
- G. Students may earn college credit by examination in the College Level Examination Program (CLEP) in selected subject areas if scores meet the score requirements outlined in Felician University's undergraduate academic catalog. Official scores must be submitted to the Office of Admission at Felician. Credit is not granted for CLEP scores if the student has completed a college course in the subject.

Section III: Program Plan: Courses Accepted from Hudson County Community College

Please see Appendix A outlining courses transferred from HCCC to Felician University's B.S. in Business Administration and B.S. in Accounting programs. Per the NJ Transfer agreement, Felician University will waive its General Education requirements with the exception of two Religious Studies courses for students who have completed HCCC's A.S. in Business Administration or A.S. in Accounting program. The General Education waiver portion of the NJ Transfer agreement is not applicable for students who have completed an A.A.S. degree at HCCC.

NOTE: Students must earn a minimum of 120 credits to obtain their Baccalaureate degrees. The credits posted as required to be taken at Felician University are the minimum. More courses may need to be taken at Hudson County Community College or Felician University to fulfill this graduation requirement. At least one half of the courses in the major must be Felician University courses. At least one half of the courses in the major must be at the 300 or 400 level.

INSTITUTIONAL RESPONSIBILITIES

Section I. Felician and HCCC will agree to provide the following services:

- A. Promote the articulation program in appropriate college publications and at recruitment and outreach activities.
- B. Work collaboratively to support and effectively administer this articulation agreement in the best interests of students.
- C. A representative of Felician will participate in related transfer days and college fair events at HCCC and meet with prospective students at scheduled information sessions and co-curricular activities, as appropriate.

- D. HCCC will provide Felician graduation lists of business graduates, or potential business graduates for Winter, Spring and Summer terms for the A.S. programs outlined in Appendix A. Such lists which will include graduates first name, last name, address, major and email and will be provided no later than December 1st, April 1st, and August 1st (respectively). Felician will use these lists for marketing and communication with graduates and will honor “opt out” requests of students by ceasing further communication.
- E. Felician will provide HCCC with requested annual program outcome data for students enrolled through this agreement.

TERMS OF AGREEMENT:

This agreement is made and entered into in the academic year 2022-2023 and remains in force for 3 years unless changed in writing by mutual agreement of both parties. The agreement may be amended at any time with the approval of both parties and is subject to regular review to assure currency with the respective degree requirements. Should either party desire to discontinue this agreement, advance notification of one year will be required.

SIGNATURES:

Hudson County Community College and Felician University hereby enter into this program articulation agreement by the affixing of signatures of the appropriate chief executive officers and/or academic officers of both institutions.

For Hudson County Community College

For Felician University

 Dr. Christopher M. Reber Date
 President

 J.W. Crawford III, LLM Date
 Vice Admiral, JAGC, US Navy (Ret.)

 Dr. Darryl Jones Date
 Vice President for Academic Affairs

 Dr. Michael W. Markowitz Date
 Vice President of Academic Affairs

APPENDIX A: DEGREE CONTROL SHEET

School of Business and Information Sciences
**Control Sheet: B.S. Administration/
 Master in Business Administration (Optional)**

Hudson County Community College Transfer Credits- 60

<i>Course No.</i>	<i>Course Title</i>	<i>Credits</i>	<i>Transfer Institution</i>	<i>Transfer Course</i>	<i>Transfer Credits</i>	<i>Semester</i>	<i>Grade</i>
	General Education Commons (Theme Areas- 51 Credits)						
Theme I.	Faith and Reason						
Waived with Associate Degree	(100/200 level from list)	3	Waived	Waived	Waived	Waived	Waived
	(300/400 level from list)	3		Felician University Course	3		
Theme II.	Ethics, Values, and Truth			Felician University Course	3		
Theme III.	Communication & Expression						
Waived with Associate Degree	ENG 101, Writing the College Essay	3	HCCC	ENG 101- College Composition I	3		
Waived with Associate Degree	(From list)	3	HCCC	ENG 112- Speech	3		
Theme IV.	Critical & Analytical Thinking	3	Waived	Waived	Waived	Waived	Waived
Waived with Associate Degree	(From list)						
Theme V.	Information Literacy						
Waived with Associate Degree	Information Literacy- The Architecture of Information	1	Waived	Waived	Waived	Waived	Waived
Waived with Associate Degree	ENG 102, Strategies in Research and Rhetoric II	3	HCCC	ENG 102-College Composition II	3		
Theme VI.	Technology Acumen						
	CS 140- Management Information Systems (School of Business Requirement)	3	HCCC	CSC 100- Intro to Computers and Computing	3		

APPENDIX A: DEGREE CONTROL SHEET

Theme VII.	Quantitative & Scientific Reasoning						
	Quantitative & Scientific Reasoning College Algebra (School of Business Requirement)	4	HCCC	MAT 110- Precalculus Or MAT 116 Pre- calculus for Business	4		
Waived with Associate Degree	Quantitative & Scientific Reasoning (Lab Science)	4	HCCC	Any 4 cr. Lab Science	4		
Theme VIII.	Global Consciousness						
Waived with Associate Degree	(From list)	3	HCCC	Any Diversity Elective	3		
Waived with Associate Degree	(From List)	3	HCCC	BUS 205- Global Business	3		
	Arts and Sciences Electives						
Waived with Associate Degree	Introduction Probabilities and Statistics	3	HCCC	MAT 114	3		
Waived with Associate Degree	Business Communications	3	HCCC	ENG 211	3		
Waived with Associate Degree	Humanities Course	3	HCCC	Any Humanities Elective	3		
First Year	3-D Felician Experience- Dream	1	HCCC	CSS 100- College Student Success	1		
Second Year	3-D Felician Experience- Dare	1		Felician University Course	1		
Third Year	3-D Felician Experience- Do	1		Felician University Course	1		
	Business Core Requirements (39 Credits)						
MKT 100	Fundamentals of Marketing	3	HCCC	MAN 221- Marketing	3		
MGT 100	Fundamentals of Management	3	HCCC	MAN 121- Principles of Management	3		
ACC 100	Principles of Financial Accounting I	3	HCCC	ACC 121- Principles of Accounting I	3		

APPENDIX A: DEGREE CONTROL SHEET

ACC 200	Principles of Managerial Accounting	3	HCCC	ACC 221- Principles of Accounting II	3		
ECON 200	Macroeconomics	3	HCCC	ECO 201- Principles of Macroeconomics	3		
ECON 220	Microeconomics	3	HCCC	ECO 202- Principles of Microeconomics	3		
BUS 300	Ethics in the Corporate Environment	3		Felician University Course	3		
BUS 310	Business Law I	3	HCCC	BUS 230- Business Law I	3		
BUS 341	Intro. To Research and Analysis Using Statistics	3		Felician University Course	3		
FIN 300	Corporate Financial Management	3		Felician University Course	3		
MGT 410	International Business	3		Felician University Course	3		
MGT 490	Business Policy	3		Felician University Course	3		
BUS 499	Business Capstone (Final Semester)	3		Felician University Course	3		
	Required Courses Traditional Students Only (6 Credits)						
BUS 110	Business, Organization & Management	3	HCCC	BUS 103- Introduction to Business	3		
	Internship Highly Recommended OR Business Elective (300/400 Level)	3		Felician University	3		
	Business Administration Major Requirements (15 Credits)						
BUS 315	Business Law II	3		Felician University Course	3		
MGT 300	Organizational Behavior	3		Felician University Course	3		
	Business Elective (Any Level)	3		Felician University Course	3		
ENT 510	Leadership for the 21 st Century (MBA Course)	3		Felician University Course	3		

APPENDIX A: DEGREE CONTROL SHEET

ENT 530	Organizational Performance & Ethics or TBA	3		Felician University Course	3		
Electives (19 Credits)							
MBA Courses taken as a Graduate Student (30 Credits)							
ENT 550	Special Topics	3				Yr. I. -Early Summer	
ECON 571	Economic Reasoning for Managers	3				Yr. I- Late Summer	
ENT 502	Corporate Entrepreneurship & Creativity	3				Yr. I- Early Fall	
FIN 572	Financial Tools & Techniques	3				Yr. I- Late Fall	
ENT 520	Entrepreneurial Leadership & Strategy Formulation	3				Yr. I Early Spring	
QUAN 571	Statistical Analysis for Business	3				Yr. I Late Spring	
ACC 571	Managerial Accounting & Data	3				Yr. I- Early Summer	
ENT 540	Innovation & Adaptation	3				Yr. I- Late Summer	
ENT 595	Competency Portfolio Review & Assessment	3				Yr. I- Early Fall	
ENT 599	Capstone Experience	3				Yr. I- Early Fall	

Transfer Credits: 60

Credits to Complete with Felician University 60:

General Education- 6 Credits

Felician Experience- 2 Credits

Business Core- 18 Credits

Business Admin Major- 15 Credits

Electives 19- Credits

NOTES: General Policy- Up to 90 credits may be transferred to Felician University. At least 30 credits must be taken from Felician University. Included in the 30 credits must be at least half of the credits required in the major.

** 120 credits are required to earn a bachelor's degree.

General Education Courses Waived for students who earn an A.A. or A.S. degree.

APPENDIX A: DEGREE CONTROL SHEET

School of Business and Information Sciences
Control Sheet: B.S. Accounting
Master in Business Administration (Optional)

Hudson County Community College Transfer Credits- 60

<i>Course No.</i>	<i>Course Title</i>	<i>Credits</i>	<i>Transfer Institution</i>	<i>Transfer Course</i>	<i>Transfer Credits</i>	<i>Semester</i>	<i>Grade</i>
	General Education Commons (Theme Areas- 51 Credits)						
Theme I.	Faith and Reason						
Waived with Associate Degree	(100/200 level from list)	3	Waived	Waived	Waived	Waived	Waived
	(300/400 level from list)	3		Felician University Course	3		
Theme II.	Ethics, Values, and Truth			Felician University Course	3		
Theme III.	Communication & Expression						
Waived with Associate Degree	ENG 101, Writing the College Essay	3	HCCC	ENG 101- College Composition I	3		
Waived with Associate Degree	(From list)	3	HCCC	ENG 112- Speech	3		
Theme IV.	Critical & Analytical Thinking	3	Waived	Waived	Waived	Waived	Waived
Waived with Associate Degree	(From list)						
Theme V.	Information Literacy						
Waived with Associate Degree	Information Literacy- The Architecture of Information	1	Waived	Waived	Waived	Waived	Waived
Waived with Associate Degree	ENG 102, Strategies in Research and Rhetoric II	3	HCCC	ENG 102-College Composition II	3		
Theme VI.	Technology Acumen						
	CS 140- Management Information Systems (School of Business Requirement)	3	HCCC	CSC 100- Intro to Computers and Computing	3		

APPENDIX A: DEGREE CONTROL SHEET

Theme VII.	Quantitative & Scientific Reasoning						
	Quantitative & Scientific Reasoning College Algebra (School of Business Requirement)	4	• HCCC	MAT 100 College Algebra	3		
Waived with Associate Degree	Quantitative & Scientific Reasoning (Lab Science)	4	HCCC	Lab Science Elective	3		
Theme VIII.	Global Consciousness						
Waived with Associate Degree	(From list)	3	Waived	Waived	Waived	Waived	Waived
Waived with Associate Degree	(From List)	3	Waived	Waived	Waived	Waived	Waived
	Arts and Sciences Electives						
Waived with Associate Degree	Introduction Probabilities and Statistics	3	HCCC	MAT 114	3		
Waived with Associate Degree	Humanities Elective	3	HCCC	Any 100/200 level Humanities Elective	3		
Waived with Associate Degree	Humanities/Social Science/Diversity Elective	3	HCCC	Any 100/200 level Humanities/Social/Diversity Elective	3		
First Year	3-D Felician Experience- Dream	1	HCCC	CSS 100- College Student Success	1		
Second Year	3-D Felician Experience- Dare	1		Felician University Course	1		
Third Year	3-D Felician Experience- Do	1		Felician University Course	1		
	Business Core Requirements (39 Credits)						
MKT 100	Fundamentals of Marketing	3	HCCC	MAN 221- Marketing	3		
MGT 100	Fundamentals of Management	3	HCCC	MAN 121- Principles of Management	3		
ACC 100	Principles of Financial Accounting I	3	HCCC	ACC 121- Principles of Accounting I	3		
ACC 200	Principles of Managerial Accounting	3	HCCC	ACC 221- Principles of Accounting II	3		

APPENDIX A: DEGREE CONTROL SHEET

	MBA Courses taken as a Graduate Student (30 Credits)						
ENT 550	Special Topics	3				Yr. I. - Early Summer	
ECON 571	Economic Reasoning for Managers	3				Yr. I- Late Summer	
ENT 502	Corporate Entrepreneurship & Creativity	3				Yr. I- Early Fall	
FIN 572	Financial Tools & Techniques	3				Yr. I- Late Fall	
ENT 520	Entrepreneurial Leadership & Strategy Formulation	3				Yr. I Early Spring	
QUAN 571	Statistical Analysis for Business	3				Yr. I Late Spring	
ACC 571	Managerial Accounting & Data	3	Complete with Undergraduate Program			Yr. I- Early Summer	
ENT 540	Innovation & Adaptation	3				Yr. I- Late Summer	
ENT 595	Competency Portfolio Review & Assessment	3				Yr. I- Early Fall	
ENT 599	Capstone Experience	3				Yr. I- Early Fall	

Transfer Credits: 60

Credits to Complete with Felician University 60:

General Education- 6 Credits

Felician Experience- 2 Credits

Business Core- 18 Credits

Accounting Major- 24 Credits

MBA Credits- 3 Credits

Elective- Credits 7

NOTES: General Policy- Up to 90 credits may be transferred to Felician University. At least 30 credits must be taken from Felician University. Included in the 30 credits must be at least half of the credits required in the major.

** 120 credits are required to earn a bachelor's degree.

General Education Courses Waived for students who earn an A.A. or A.S. degree



MEMORANDUM OF UNDERSTANDING

August 1, 2022 – July 31, 2023

This Memorandum of Understanding (“MOU”) is made between Hudson County Community College (“HCCC”), a New Jersey nonprofit organization with offices located at 70 Sip Avenue, Jersey City, New Jersey, and The Medicine Woman, a New Jersey [INSERT CORPORATE FORM] with offices located at [INSERT ADDRESS] (collectively, the HCCC and The Medicine Women shall be called the “Parties” or each individually, a “Party”). The Parties agree to the following:

1. Description

The purpose of this MOU is for HCCC and The Medicine Woman to work together to mutually support each organization’s mission. HCCC and The Medicine Woman will work collaboratively to support students and community residents in Hudson County. This will include employment opportunities, workshops, training programs, membership on Advisory Boards, scholarships, and events. HCCC will work with staff, students, faculty, and partners to support initiatives. The Medicine Woman will work with management, ownership, staff, and other partners to support initiatives. Both HCCC and The Medicine Woman will share resources to support the Hudson County community.

2. Roles and Responsibilities

During the term of this MOU, and any renewals or extensions thereof, it is agreed that the following will be the roles and responsibilities of the Parties.

The Medicine Woman

- a. Work collaboratively with HCCC to support students and community residents in Hudson County to benefit from Cannabis legalization.

- b. Provide internship/externship and employment opportunities for HCCC students completing HCCC Cannabis courses, within 60 days of retail store opening.
- c. Collaborate with HCCC on Cannabis-related workshops, training programs, and events.
- d. Membership on the HCCC Cannabis Advisory Board.
- e. Leverage The Medicine Woman's resources to promote HCCC Cannabis programs.
- f. Contribute to scholarship funds for HCCC students directly or through support of HCCC Foundation events.

HCCC

- a. Work collaboratively to support students and community residents in Hudson County to benefit from Cannabis legalization.
- b. Offer cannabis education and training programs for students to prepare them for work.
- c. Partner with The Medicine Woman to plan and offer events for the Hudson County community.
- d. Promote jointly sponsored Cannabis-related workshops, training programs and events, and events.

3. Term/Termination

The term of this agreement is for the period August 1, 2022 – July 31, 2023. Any continuation beyond the Expiration Date is subject to a new agreement or a written renewal of this MOU. Either party may terminate this Agreement upon providing sixty (60) days' prior written notice to the other party. The termination will be effective at the end of the then current semester in which the termination becomes effective and students then participating in internships/externships shall continue their respective internship/externship until the termination becomes effective.

4. Each Party Responsible for their own Actions

Each party shall remain responsible and liable for their own actions and for the actions of any other individual or entity for whom they are responsible.

5. Fees/Costs

Fees and/or costs for any program will be determined by the parties on a case-by-case basis. Any agreement on fees and/or costs shall be reduced to writing and signed by the parties as an amendment to this Agreement.

6. Provisions and Amendments

This Memorandum of Understanding contains all provisions agreed upon by the parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either parties or their duly authorized representative.

7. Choice of Law/Dispute Resolution

This MOU 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 rules or principles. All disputes between the parties arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.

8. Affirmative Action

As applicable, The Medicine Woman agrees to comply with the requirements of New Jersey's Mandatory Equal Employment Opportunity Language, a copy of which is annexed hereto.

9. Records Retention

Pursuant to N.J.A.C. 17:44-2.2, The Medicine Woman shall maintain all documentation related to products, transactions or services under this MOU for a period of five years. Such records shall be made available to HCCC and New Jersey Office of the State Comptroller upon request.

Agreed to as of the dates set forth below:

Name

Title

The Medicine Woman

Dr. Christopher M. Reber

President

Hudson County Community College

Date

Date



MEMORANDUM OF UNDERSTANDING

December 1, 2022 – November 30, 2023

The Memorandum of Understanding (“MOU”) is made between Hudson County Community College (“HCCC”), a New Jersey nonprofit organization with offices located at 70 Sip Avenue, Jersey City, New Jersey, and Golden Door Dispensary, LLC, a New Jersey [INSERT CORPORATE FORM] with offices located at [INSERT ADDRESS] (collectively, the HCCC and Golden Door Dispensary shall be called the “Parties” or each individually, a “Party”). The Parties agree to the following:

1. Description

The purpose of this MOU is for HCCC and Golden Door Dispensary, LLC to work together to mutually support each organization’s mission. HCCC and Golden Door Dispensary, LLC, will work collaboratively to support students and community residents in Hudson County. This will include internships, employment opportunities, workshops, training programs, scholarships, and events. HCCC will work with staff, students, faculty, and partners to support initiatives. Golden Door Dispensary, LLC, will work with management, ownership, staff, and other partners to support initiatives. Both HCCC and Golden Door Dispensary, LLC, will share resources to support the Hudson County community.

2. Roles and Responsibilities

During the term of this MOU, and any renewals or extensions thereof, it is agreed that the following will be the roles and responsibilities of the Parties.

Golden Door Dispensary, LLC

- a. Work collaboratively with HCCC to support students and community residents in Hudson County to benefit from Cannabis legalization.

- b. Provide internship/externship and employment opportunities for students completing HCCC Cannabis courses, within 60 days of retail store opening.
- c. Collaborate with HCCC on Cannabis-related workshops, training programs, and events.
- d. Leverage Golden Door Dispensary, LLC's resources to promote HCCC Cannabis programs.
- e. Contribute a Cannabis Scholarship Fund for students from Hudson County directly or through support of Foundation events.

HCCC

- a. Work collaboratively to support students and community residents in Hudson County to benefit from Cannabis legalization.
- b. Offer cannabis education and training programs for students to prepare them for work.
- c. Partner with Golden Door Dispensary, LLC, to plan and offer events for the Hudson County community.
- d. Promote jointly sponsored Cannabis-related workshops, training programs and events, and events.

3. Term

The term of this agreement is for the period December 1, 2022 – November 30, 2023. Any continuation beyond the Expiration Date is subject to a new agreement or a written renewal of this MOU. Either party may terminate this Agreement upon providing sixty (60) days' prior written notice to the other party. The termination will be effective at the end of the then current semester in which the termination becomes effective and students then participating in internships/externships shall continue their respective internship/externship until the termination becomes effective.

4. Each Party Responsible for their own Actions

Each party shall remain responsible and liable for their own actions and for the actions of any other individual or entity for whom they are responsible.

5. Fees/Costs

Fees and/or costs for any program will be determined by the parties on a case-by-case basis. Any agreement on fees and/or costs shall be reduced to writing and signed by the parties as an amendment to this Agreement.

6. Provisions and Amendments

This Memorandum of Understanding contains all provisions agreed upon by the

parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either parties or their duly authorized representative.

7. Choice of Law/Dispute Resolution

This MOU 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 rules or principles. All disputes between the parties arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.

8. Affirmative Action

As applicable, Golden Door Dispensary agrees to comply with the requirements of New Jersey's Mandatory Equal Employment Opportunity Language, a copy of which is annexed hereto.

9. Records Retention

Pursuant to N.J.A.C. 17:44-2.2, Golden Door Dispensary shall maintain all documentation related to products, transactions or services under this MOU for a period of five years. Such records shall be made available to HCCC and New Jersey Office of the State Comptroller upon request.

Agreed to as of the dates set forth below:

Name

Title

Golden Door Dispensary, LLC

Dr. Christopher M. Reber

President

Hudson County Community College

Date

Date



MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding (“MOU”) is made between Hudson County Community College (“HCCC”), a New Jersey nonprofit organization with offices located at 70 Sip Avenue, Jersey City, New Jersey, and Seraph and Sons, LLC (“Seraph and Sons”), a New Jersey limited liability corporation (collectively, the “Parties” or each individually, a “Party”) with offices located at [INSERT ADDRESS]. The Parties agree to the following:

1. Description.

Seraph and Sons intends to explore a partnership with HCCC (the “Partnership”) conditioned upon Seraph and Sons receiving a Class 5 Annual Retail License (the “License”) from the New Jersey Cannabis Regulatory Commission (the “Commission”) to operate such a License in New Jersey. This MOU shall not take effect until and unless Seraph and Sons receives the License from the Commission. Further, this MOU shall terminate in the event that Seraph and Sons receives such License and such License is not renewed, cancelled or terminated for any reason.

The Purpose of this MOU is to memorialize the terms of the Partnership and how the Partnership will collaboratively explore ways to provide students and community residents in Hudson County with employment opportunities, workshops, training programs, membership on Advisory Boards, scholarships, and events. HCCC will work with staff, students, faculty, and partners to support initiatives organized, sponsored, or led by Seraph and Sons. Seraph and Sons will work with HCCC management, ownership, staff, and other partners to support HCCC’s cannabis-related initiatives. HCCC and Seraph and Sons will share resources to support the Hudson County community. Subject to future revisions, the Parties agree to the following key aspects of this collaboration.

2. Roles and Responsibilities.

Seraph and Sons shall use commercially reasonable efforts to:

- a. Work collaboratively with HCCC to support adult students and community residents in Hudson County to benefit from cannabis legalization.
- b. Provide internship/externship and employment opportunities for students completing HCCC cannabis courses, if such students are approved by the New Jersey Cannabis Regulatory Commission (the "Commission") and receive a cannabis business identification card pursuant to N.J.A.C. 17:30-8.1 and related rules and regulations.¹
- c. Collaborate with HCCC on cannabis-related workshops, training programs, and events.
- d. Leverage Seraph and Sons' resources to promote HCCC Cannabis programs.
- e. Contribute a one-time donation of at least \$10,000 to a Cannabis Scholarship Fund for HCCC students directly or through the support of Foundation events.

HCCC shall:

- a. Work collaboratively with Seraph and Sons to support students and community residents in Hudson County to benefit from cannabis legalization.
- b. Offer cannabis education and training programs for students to prepare them for work in the cannabis industry.
- c. Partner with Seraph and Sons to plan and offer events for the Hudson County community.
- d. Promote jointly-sponsored cannabis-related workshops, training programs and events, and events with Seraph and Sons.
- e. Provide to Seraph and Sons and the Commission any information or documentation requested by the Commission or other governmental authority when such request is related to this MOU, the License or attempt to obtain the License, or the Partnership.

3. HCCC Cannabis Advisory Board

In consideration for the mutual promises set forth in this MOU, Seraph and Sons shall, so long as this MOU is in effect, be a Member of the HCCC Cannabis Advisory Board.

4. Term

This MOU will continue in effect from the Effective date to September 30, 2023 (the "Expiration Date"). Either party may terminate this MOU prior to the Expiration Date upon sixty (60) days' prior written notice to the other party. The termination will be effective at the end of the then current semester in which the termination becomes

¹ The Parties agree that such students must remain compliant with all Cannabis-related statutes, regulations, and rules and maintain the cannabis business identification card throughout the term of the internship/externship or employment opportunity.

effective, and students then participating in internships/externships shall continue their respective internship/externship until the termination becomes effective. Any continuation beyond the Expiration Date is subject to a new agreement or a written renewal of this MOU.

5. Each Party Responsible for their own Actions

Each party shall remain responsible and liable for their own actions and for the actions of any other individual or entity for whom they are responsible.

6. Confidentiality

This MOU and the matters discussed herein and the information provided by Seraph and Sons to HCCC in connection herewith (collectively, "Confidential Information") are confidential. HCCC shall not disclose any Confidential Information to third parties. For the purposes of this MOU, Confidential Information shall include all information or material that reasonably has or could have commercial value or other utility in the business in which Seraph and Sons is engaged, any personally identifiable information, including any information regarding students, and any information marked by HCCC as confidential. Notwithstanding same, any information or documentation with is required to be disclosed pursuant to applicable law, including, without limitation, New Jersey's Open Public Records Act, subpoena, or requirement or order of any court or governmental authority, shall not be considered Confidential Information and may be disclosed by recipient.

7. Binding Obligation

The terms of this MOU shall be binding until same is terminated or replaced with a separate agreement.

8. Fees/Costs

Fees and/or costs for any program will be determined by the parties on a case-by-case basis. Any agreement on fees and/or costs shall be memorialized in writing and signed by the parties as an amendment to this MOU.

9. Provisions and Amendments

This MOU constitutes the entire agreement between the Parties related to the Partnership. Any amendments to this MOU must be in writing and signed by both Parties.

10. Choice of Law/Dispute Resolution

This MOU 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 rules or principles. All disputes between the parties arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.

11. Affirmative Action

As applicable, Seraph and Sons agrees to comply with the requirements of New Jersey's Mandatory Equal Employment Opportunity Language, a copy of which is annexed hereto.

12. Records Retention

Pursuant to N.J.A.C. 17:44-2.2, Seraph and Sons shall maintain all documentation related to products, transactions or services under this MOU for a period of five years. Such records shall be made available to HCCC and New Jersey Office of the State Comptroller upon request.

Agreed to as of the dates set forth below:

Name

Title

Seraph and Sons, LLC

Dr. Christopher M. Reber

President

Hudson County Community College

Date

Date

AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT ("Agreement") is made this October 11, 2022 by and between Hudson County Community College ("COLLEGE") and Laboratory Corporation of America Holdings with facilities located at 26 Journal Square, Jersey City, NJ 07306; 121 River Street, Hoboken, NJ 07030; 3196 JFK BLVD., Union City, NJ 07087; 519 Broadway, Bayonne, NJ 07002; 209 Lefante Way, Bayonne, NJ 07002 and 984 Broadway, Bayonne, NJ 07002 ("FACILITIES").

WHEREAS, COLLEGE seeks relevant clinical experiences for its students in the COLLEGE program of Phlebotomy ("Program"); and

WHEREAS, FACILITY desires to provide such experience as herein set forth.

NOW, THEREFORE, the parties agree as follows:

- I. COLLEGE AGREES TO:
 - A. Secure and maintain all licenses and accreditations regarding its Program.
 - B. Provide no more than the number of students allowed by applicable laws and regulations, including, but not limited to the laws and regulations of the State of New Jersey.
 - C. Designate a Clinical Coordinator to plan and evaluate the Program with designated FACILITY personnel at FACILITY.
 - D. Determine admission requirements for entry into the Program.
 - E. Provide the basic academic preparation of the students through COLLEGE classroom instruction and COLLEGE laboratory practice, thereby providing the faculty and all necessary supplies and materials for all general college courses and medical laboratory courses.
 - F. Assign to the FACILITY only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum.
 - G. Design and provide objectives and teaching materials required for the clinical training phase of the program conducted at the FACILITY. The design of these materials may be developed in cooperation with FACILITY.
 - H. Provide a program official who will make periodic visits to the FACILITY to coordinate student-related activities and resolve student problems.
 - I. Design and provide written evaluation instructions (tests, checklists, etc.) in cooperation with FACILITY. The COLLEGE will grade and tabulate the evaluations and maintain all student records.
 - J. Grant adjunct faculty status to teaching staff designated by FACILITY, to the extent required by COLLEGE to permit such staff to participate in the Program..
 - K. Provide students with liability insurance coverage in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate naming FACILITY as an additional insured and provide copies to FACILITY prior to the commencement of training at its FACILITY.
COLLEGE will provide a medical surveillance program including a TB screen and a pre-placement Hepatitis B vaccination offer and any declination as appropriate. If the student will have direct interaction with patients, placement will not be made unless the student has a negative TB screen. Other medical surveillance requirements may apply and must be met prior to placement in some technical areas.
 - M. COLLEGE will designate a professional healthcare provider who will provide an immediate confidential medical evaluation for any student involved in an exposure incident while at a FACILITY. Provider contact information must be provided to the FACILITY. If FACILITY does not have a provider's contact information, a student with an exposure incident will be referred to a provider of FACILITY's choice and any costs for evaluation and services will be charged to COLLEGE.
 - N. COLLEGE is expected to place students who have successfully completed required FACILITY Compliance and Environment, Health and Safety (EHS) training provided by FACILITY before their arrival at a worksite. COLLEGE is required to provide FACILITY with each student's full name, mailing address, phone number, and email, training start date and end date. Such student information shall be provided to FACILITY at least two (2) weeks prior to the student training start date. FACILITY will utilize such information to provide the student with access to FACILITY's training platform to complete certain training required by each student. The training is individually tracked and the Certification form must be completed by each student after completing the required training.

- O. COLLEGE will require student to print certification of training. A copy of the certification should be retained by the school and the student should have a copy on the day they present at the worksite.
- P. COLLEGE agrees that a student will not be allowed to perform any services before completion of certain required training, and the execution of a confidentiality agreement, acknowledging the student's understanding of the confidential nature of participating in the Program, and the affiliation with Labcorp and Facility. COLLEGE shall return to FACILITY such confidentiality statement (see sample form attached hereto as Exhibit A), prior to the commencement of the Program.
- Q. COLLEGE is to maintain records of training and medical surveillance available for review by FACILITY personnel and regulatory agencies.
- R. COLLEGE will require that students adhere to all rules and regulations established by FACILITY while in clinical training or on FACILITY premises.
- S. COLLEGE shall provide, and student shall wear, an identification badge that includes the student name and COLLEGE name. COLLEGE and student acknowledge that failure of student to wear such identification may result in the student being denied access to FACILITY.
- T. Ensure that students follow the guidelines of COLLEGE for academic probation and suspension.
- U. By providing students under this Agreement, COLLEGE warrants and represents that it has conducted a criminal background check with respect to all students participating in the Program, and that, based on an individualized assessment, such criminal background check did not reveal information which indicates that any student(s) is/are unsuitable to participate in the Program under this Agreement. Nothing in this Section shall be interpreted as authorizing or requiring COLLEGE to perform any screening measure that violates applicable federal or state law.
- V. COLLEGE will perform an exclusion check on each student using current demographic information and any aliases used by the student in the previous 6 years prior to student being permitted to participate in the clinical instruction and training program at a FACILITY. COLLEGE will conduct the exclusion check using a FACIS Level 3 search criteria, including but not limited to:
 - 1. United States General Services Administration, System for Award Management (SAM at www.sam.gov) which combines lists and data from federal procurement systems including but not limited to:
 - a. United States General Services Administration List of Parties Excluded from Federal Programs ("EPLS");
 - b. United States Department of the Treasury, Office of Foreign Assets Control ("OFAC") list of "Specially Designated Nationals" or "SDNs"; and
 - c. United States Department of Defense and affiliated agencies
 - 2. United States Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities ("OIG Exclusion List" at www.oig.hhs.gov).
 - 3. FDA Debarment List (Drug Products Application).

Provide, or require the student to provide FACILITY with necessary identifying information about the student to allow FACILITY to perform an additional exclusion check if deemed warranted during placement.

- W. Ensure that the Program performed pursuant to this Agreement shall at no time compromise or hinder the services rendered to individuals receiving services at FACILITY ("Individuals").

II. FACILITY AGREES TO:

- A. Provide clinical instruction by personnel qualified in the program discipline, meeting the standards of applicable accrediting agencies. COLLEGE has reviewed and will continue to review the credentials of FACILITY's relevant personnel and will notify FACILITY if it believes such personnel fail to meet such standards.
- B. Accept students from the Program of COLLEGE for the purpose of providing clinical training at the FACILITY so long as such training does not interfere with the conduct of business at the FACILITY
- C. Provide students with a means of entry to the necessary and applicable portions of the FACILITY. Such entry may be revoked at any time by FACILITY.
- D. Upon receipt of student information from COLLEGE, FACILITY will provide the student with access to FACILITY's training platform to complete certain training required by each student at least one (1) week prior to their arrival at a worksite. FACILITY shall confirm each student has completed any required training prior to engaging in training activities. The training is individually tracked and must be completed by each student.

As applicable, with respect to COLLEGE's students:

COLLEGE has determined that FACILITY is a school official with a legitimate educational interest under the Family Educational Rights and Privacy Act (“FERPA”). FACILITY hereby certifies that collection of any information that COLLEGE provides to LABORATORY that is defined as “personally identifiable information” from a student’s education record as defined by FERPA, 34 CFR §99.3, is necessary for the performance of FACILITY’s duties and responsibilities on behalf of COLLEGE under this Agreement.

- E. FACILITY will provide any additional training on-site required for compliance with LabCorp company policies and procedures and applicable state and federal regulations.
- F. FACILITY will conduct any needed investigation of an on-site injury and record it as may otherwise be required for OSHA compliance.
- G. FACILITY will immediately notify COLLEGE of an injury to a student for COLLEGE to manage medical evaluations and care.
- H. In addition to the background screenings performed by COLLEGE above, FACILITY may perform an exclusion check on each student using current demographic information and any aliases used by the student in the previous 6 years prior to each student being permitted to participate in the clinical instruction and training program at a FACILITY.
- I. Have signage in place at prominent locations at FACILITY that clearly indicates that the Program is in place and that services may be performed by students in the COLLEGE program.

III. COLLEGE AND FACILITY AGREE TO:

- A. Jointly plan and evaluate the clinical experience and conduct faculty meetings at least twice a year either as full meetings involving most or all applicable COLLEGE faculty or section meetings with faculty from the Program.
- B. Determine in writing the period of time for each student's clinical education at least one (1) month prior to the beginning of the clinical education program.
- C. Not discriminate against any employee or student engaged in the work required to produce the services and programs covered by this Agreement, or against any applicant for such selection because of age, race, creed, color, national origin, sex, ancestry, marital status or handicap.
- D. . Coordinate in ensuring any student reporting an injury while at the worksite receives immediate medical evaluation and care.
- E. Ensure that Individuals receiving services under this Agreement be advised that students of the COLLEGE may be rendering services as part of their clinical experience. The parties agree that no Individual is under any obligation to receive services from a student and may request that the services be rendered by qualified FACILITY personnel.

IV. INSURANCE AND INDEMNIFICATION

COLLEGE shall maintain adequate professional liability insurance for its professional personnel and its employees and other such insurance as COLLEGE shall deem necessary during the term of this Agreement. COLLEGE shall hold harmless FACILITY and shall see that its students agree to hold harmless FACILITY from all suits and claims for damages or injuries sustained by any person as a result of this Agreement as a consequence of negligence, willful misconduct, or malpractice of COLLEGE personnel or COLLEGE students. This Section shall survive termination of this Agreement.

V. INDEPENDENT RELATIONSHIP

None of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create, any relationship between COLLEGE and FACILITY other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this Agreement. Neither of the parties hereto, nor any of their respective employees, nor COLLEGE’s students, shall be construed to be the agent, employer or representative of the other. COLLEGE and FACILITY do not consider the students to be employees of the FACILITY, but students in the clinical education phase of professional education.

VI. WITHDRAWAL AND REFUSAL OF STUDENTS

FACILITY may, at any time, require the withdrawal of a student whose work or conduct, in FACILITY's opinion, is unsatisfactory or may have a detrimental effect on FACILITY clients and personnel and FACILITY reserves the right to refuse to accept any student previously discharged by FACILITY.

COLLEGE may withdraw any student whose academic progress or professional development does not justify continuance in the Program. This action may be taken with or without consulting FACILITY; however, FACILITY shall be notified within two (2) business days following any such action.

VII. BENEFIT

This Agreement is intended to inure only to the benefit of COLLEGE and FACILITY. This Agreement is not intended to create, nor shall be deemed or construed to create, any rights in any third parties.

VIII. PREVENTION OF FRAUD, WASTE AND ABUSE

The terms of this Agreement are intended to be in compliance with all federal, state and local statutes, regulations and ordinances applicable on the date the Agreement takes effect including but not limited to, the Health Insurance Portability and Accountability Act of 1996, as amended, and its accompanying regulations (“HIPAA”), the Program Fraud Civil Remedies Act of 1986, the Deficit Reduction Act of 2005, the related Federal Civil False Claims Act and State False Claims Acts, and associated whistleblower protections. FACILITY has written policies and procedures for detecting and preventing fraud, waste, and abuse and expects that test orders, services, supplies or materials provided to FACILITY are in accordance with the requirements of the applicable federal and state laws.

IX. COMPLIANCE WITH LAW AND REGULATION

As a U.S. company, Labcorp has implemented comprehensive policies and procedures, which require compliance with applicable law, including but not limited to requirements under the Federal Acquisition Regulation (FAR), and for corporate performance in an ethical manner. In furtherance thereof, and in connection with the affiliation contemplated by this Agreement, Labcorp’s *Code of Conduct and Ethics* and the *Labcorp Supplier Code of Conduct* both set forth standards of conduct required of employees as well as Labcorp’s business relationships with suppliers, vendors, contractors, consultants, agents, and relationships like the one contemplated by this Agreement. These documents are being provided to COLLEGE for COLLEGE’s records via the internet at www.labcorp.com/suppliers-and-vendors. In addition, Labcorp also expressly prohibits trafficking in persons and the use of forced labor as set forth in FAR 52.222-50. Labcorp requires its suppliers, vendors, contractors, consultants and agents to notify LabCorp in the event of any actual or suspected human trafficking violation. Therefore, COLLEGE represents and warrants that it will comply with all laws, regulations, ordinances and orders applicable to its activities and obligations under this Agreement, and that COLLEGE is familiar with FAR 52.222-50, Combating Trafficking in Persons, and, as applicable, shall comply with the requirements thereunder. Consequences of violations of this Section may include, but is not limited to, termination of this Agreement.

X. CHANGE IN LAW OR REGULATION

Should either party reasonably conclude that any portion of this Agreement is or may be in violation of such requirements or any other legal requirements or subsequent modifications by federal, state or local authorities, or if any such change or proposed change would materially alter the amount or method of compensating FACILITY for Services performed for COLLEGE or for any other party under this Agreement, or would materially increase the cost of FACILITY's performance hereunder, the parties agree to negotiate written modifications to this Agreement as may be necessary to establish compliance with such authorities and/or to reflect applicable changes in compensation necessitated by such legal requirements.

XI. TERM AND TERMINATION OF AGREEMENT

This Agreement shall become effective upon acceptance by FACILITY and shall continue in effect until terminated by either party. Such acceptance shall be verified by forwarding a copy of the fully executed Agreement to COLLEGE following acceptance which shall include on the last page the date of such acceptance. This Agreement shall have an Initial Term of one (1) year and shall be automatically renewed for an additional period of one (1) year (“Renewal Term”) at the end of the Initial Term or any Renewal Term, unless previously terminated by either party. If either FACILITY or COLLEGE wishes to terminate this Agreement, it is understood that either party, with or without cause, at any time, may terminate by giving the other party a thirty (30) day prior written notice. Any student in training at the time of the termination of this Agreement shall be allowed to complete their training at the FACILITY, except under those conditions noted in Section VI.

XII. NOTICES

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified or registered mail to FACILITY at:

Laboratory Corporation of America Holdings
 69 First Ave
 Raritan, NJ 08869
 Attention: Contract Administrator

with a copy to:
 Laboratory Corporation of America Holdings
 531 South Spring Street
 Burlington, North Carolina 27215
 Attn: Law Department

and to COLLEGE at:
 Hudson County Community College
 70 Sip Avenue
 Jersey City, New Jersey 07306-3135
 Attention: _____

- XIII. **WARRANTY**
 FACILITY WARRANTS TO COLLEGE THAT ALL SERVICES PROVIDED HEREUNDER SHALL BE PERFORMED IN ACCORDANCE WITH ESTABLISHED AND RECOGNIZED CLINICAL LABORATORY PROCEDURES AND WITH REASONABLE CARE IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS. NO OTHER WARRANTIES ARE MADE BY FACILITY. IN NO EVENT SHALL FACILITY BE RESPONSIBLE FOR ANY PUNITIVE DAMAGES OR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES OF COLLEGE OR OF ANY THIRD PARTY.
- XIV. **FORCE MAJEURE**
 FACILITY shall not be liable for any failure or inability to perform their respective obligations under this Agreement due to any cause beyond the reasonable control of the non-performing party, including but not limited to acts of God, regulations or laws of any government or agency (including government or agency mandated restriction or redistribution of supplies and/or personal protective equipment (“PPE”)), acts of war or terrorism, acts of civil or military authority, fires, floods, accidents, pandemics (including supply, PPE and labor shortages caused therefrom or as a result thereof), quarantine restrictions, unusually severe weather, explosions, earthquakes, strikes, labor disputes, loss or interruption of electrical power or other public utility, freight embargoes or delays in transportation, or any similar or dissimilar cause beyond its reasonable control (collectively, a “Force Majeure Event”). If a party’s non-performance under this section extends for fourteen (14) days or longer, the party affected by such non-performance may terminate this Agreement by providing written notice thereof to the other party.
- XV. **WAIVER**
 No course of dealing between COLLEGE and FACILITY or any delay on the part of FACILITY in exercising any rights it may have under this Agreement shall operate as a waiver of any of the rights of FACILITY hereunder and no express waiver shall affect any condition, covenant, rule or regulation other than the one specified in such waiver and that one only for the time and in the manner specifically stated.
- XVI. **INTEGRATION**
 This Agreement is intended by the parties as a final expression of their agreement with respect to the subject matter herein and as a complete statement of the terms thereof and shall supersede all previous understandings and agreements with respect to the subject matter herein. The parties shall not be bound by any representation, promise or inducement made by either party or agent of either party that is not set forth in this Agreement. Any applicable provisions required by federal, state or local law are hereby incorporated by reference.
- XVII. **MODIFICATION**
 This Agreement may only be modified in a writing signed by authorized representatives of both parties. Any other document issued by COLLEGE with respect to the subject matter of this Agreement shall be subject to and governed by the terms and conditions hereof and the terms and conditions of this Agreement shall supersede any conflicting, different, or additional terms and conditions of such other document whether or not they would materially alter this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their names as their official acts by their respective representatives, each of whom is duly authorized to execute the same.

Laboratory Corporation of America Holdings
("FACILITY")

Hudson County Community College
("COLLEGE")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A
FORM OF CONFIDENTIALITY AND NON-DISCLOSURE STATEMENT

This Confidentiality and Non-Disclosure Statement (“Statement”) is made by Lori Margolin, (“I, Me, My, _____”), a student of Hudson County Community College, “College,” which has an Affiliation Agreement with Laboratory Corporation of America Holdings (“Labcorp”) for the internship, externship, or employment (“Student Opportunity”) of Student at Labcorp. This Statement is being made by Student in consideration of such Student Opportunity at Labcorp.

I acknowledge that as part of my Student Opportunity with Labcorp, I will be given access to information that is of a personal, confidential and/ or proprietary nature, of Labcorp, its affiliates and employees, including, for example: personal information related to staff, company information, financial information, and/or trade secrets, research data, and any other information that Labcorp deems as being confidential or proprietary ("Confidential Information"), for the purpose of fulfilling my obligations for the Student Opportunity.

I, therefore agree:

- To hold all Confidential Information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill my obligations for the Student Opportunity, and shall not be used for any other purpose, or disclosed to any third party.
- To keep any Confidential Information in my control or possession in a physically secure location.
- Not to remove any Confidential Information from Labcorp unless, and to the extent that, I obtain Labcorp’s written pre-authorization. Whenever I am so pre-authorized, I agree to take all necessary steps to keep such Confidential Information secure, and to protect such Confidential Information from unauthorized use, reproduction or disclosure.
- To maintain the absolute confidentiality of personal, confidential and proprietary information in recognition of the privacy and proprietary rights of others at all times, and in both professional and social situations.
- To comply with all privacy laws and regulations, which apply to the collection, use and disclosure of personal information.
- At the conclusion of any discussions, or upon demand by management, to return all Confidential Information, including research, work product, data, prototypes, code, written notes, photographs, sketches, models, memoranda or notes taken, to Labcorp’s possession and the responsible manager/director.
- Not to disclose confidential, personal and/or proprietary information to any employee, consultant or third party without Labcorp’s express direction and approval.
- I understand that a breach of confidentiality or misuse of information could result in disciplinary action up to and including termination of the Student Opportunity.
- I understand that this undertaking survives the termination of my Student Opportunity with Labcorp.
- The laws of Delaware, U.S.A. shall govern this Statement, and its validity, construction and effect.
- I fully understand and accept responsibilities set above relating to Confidential Information.

Student Name: _____

Signature: _____

Date: _____



MEMORANDUM OF UNDERSTANDING

November 1, 2022 – October 31, 2023

This Memorandum of Understanding (“MOU”) is made between Hudson County Community College (“HCCC”), a New Jersey nonprofit organization with offices located at 70 Sip Avenue, Jersey City, New Jersey, and American Express GBT (“Amex”), a [INSERT STATE AND CORPORATE FORM] with offices located at [INSERT ADDRESS] (collectively, the HCCC and Amex shall be called the “Parties” or each individually, a “Party”). The Parties agree to the following:

1. Description

The purpose of this MOU is for HCCC and Amex to work together to mutually support each organization’s mission. HCCC and Amex will work collaboratively to support students, alumni, and employees. This may include an internship program, other experiential learning opportunities for students, business training programs, sharing specified data, and supporting grant-funded programs. HCCC will work with staff, students, faculty, other college departments, and partners to support initiatives. Amex will work with corporate leadership, staff, and other partners to support initiatives. Both HCCC and Amex will share resources to support a diverse talent pipeline in the hospitality sector.

2. Roles and Responsibilities

During the terms of this MOU, and any renewals or extensions thereof, it is agreed that the following will be the roles and responsibilities of the Parties.

Amex

- a. Develop an internship program for HCCC students and alumni.
- b. Share information with HCCC on employment opportunities for students and alumni.
- c. Collaborate with HCCC on programs, including workshops, business training sessions, surveys, and grant-funded programs.
- d. Share public data and data associated with any jointly developed programs with HCCC.
- e. Engage in planning sessions with HCCC and leverage Amex resources for the benefit of building a diverse talent pipeline in the hospitality sector.

HCCC

- a. Develop an internship program for Amex.
- b. Promote Amex internship programs and employment opportunities.
- c. Collaborate with Amex on programs, including workshops, business training sessions, surveys, and grant-funded programs.
- d. Share with Amex public data and data associated with any jointly developed programs with Amex.
- e. Engage in planning sessions with Amex and leverage HCCC resources for the benefit of building a diverse talent pipeline in the hospitality sector.

3. Term/Termination

The term of this agreement is for the period November 1, 2022 through October 31, 2023. Any continuation beyond the Expiration Date is subject to a new agreement or a written renewal of this MOU. Either party may terminate this Agreement upon providing sixty (60) days' prior written notice to the other party. The termination will be effective at the end of the then current semester in which the termination becomes effective and students then participating in internships/externships shall continue their respective internship/externship until the termination becomes effective.

4. Each Party Responsible for their own Actions

Each party shall remain responsible and liable for their own actions and for the actions of any other individual or entity for whom they are responsible.

5. Fees/Costs

Fees and/or costs for any program will be determined by the parties on a case-by-case basis. Any agreement on fees and/or costs shall be reduced to writing and signed by the parties as an amendment to this Agreement.

6. Provisions and Amendments

This Memorandum of Understanding contains all provisions agreed upon by the parties. Any amendments to this Memorandum of Understanding must be in writing and signed by either parties or their duly authorized representative.

7. Choice of Law/Dispute Resolution

This MOU 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 rules or principles. All disputes between the parties arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.

8. Affirmative Action

As applicable, Amex agrees to comply with the requirements of New Jersey's Mandatory Equal Employment Opportunity Language, a copy of which is annexed hereto.

9. Records Retention

Pursuant to N.J.A.C. 17:44-2.2, Amex shall maintain all documentation related to products, transactions or services under this MOU for a period of five years. Such records shall be made available to HCCC and New Jersey Office of the State Comptroller upon request.

Agreed to as of the dates set forth below:

Louise Miller
Vice President /General Manager
US Multinational Clients and Sales
American Express Global Business Travel

Dr. Christopher M. Reber
Hudson County Community College

Date

Date

Attested by/date:

Contract Extension Agreement

This CONTRACT EXTENSION AGREEMENT ("Extension") is dated as of November 01, 2022 (the "Effective Date"), by and between Hudson County Community College, Continuing Education, located at 161 Newkirk Street, Jersey City, New Jersey 07306 ("HCCC"), and Classroom Au Pair, LLC, located at 112 Newel Street, Apt 1, Brooklyn, New York 11222 ("Classroom Au Pair"), (collectively, the "Parties").

WHEREAS the Parties entered into a Contract of Agreement Between HCCC CE and Classroom Au Pair, LLC on November 01, 2020 (the "Original Contract").

WHEREAS the Parties hereby agree to extend the term of the Original Contract in accordance with the terms of the Original Contract as well as the terms provided herein.


In consideration of the mutual covenants contained herein, each of HCCC and Classroom Au Pair mutually covenant and agree as follows:

- The Original Contract, which is attached hereto as a part of this Extension, will end on October 31, 2022.
- The parties agree to extend the Original Contract for an additional period, which will begin immediately upon the expiration of the original time period and will end on January 31, 2023.
- This Extension binds and benefits both Parties and any successors or assigns. This document, including the attached Original Contract, is the entire agreement between the Parties.

All other terms and conditions of the Original Contract remain unchanged.

This Agreement shall be signed on behalf of Hudson County Community College, Continuing Education by Lori Margolin, its Associate Vice President, Continuing Education and Workforce Development, and on behalf of Classroom Au Pair, LLC by Agnetha Brandin, its Member.

HCCC

By:  Date: 11/1/2022

Lori Margolin
Associate Vice President, Continuing Education and Workforce Development

Classroom Au Pair

By: _____ Date: _____

Agnetha Brandin
Member



Memorandum of Understanding

Thomas Edison State University And Hudson County Community College

This Memorandum of Understanding (MOU) is entered into between Thomas Edison State University (the University) and **Hudson County Community College (HCCC)** for the purposes of creating a Prior Learning Assessment Transfer Pathway.

1. Thomas Edison State University

Thomas Edison State University provides distinctive undergraduate and graduate education for self-directed adults through flexible, high-quality collegiate learning and assessment opportunities. Thomas Edison State University was established by the State of New Jersey and chartered by the New Jersey Board of Higher Education in 1972. The University was founded for the purpose of providing diverse and alternative methods of achieving a collegiate education of the highest quality for mature adults.

2. Hudson County Community College

Hudson County Community College (HCCC) is a vibrant urban community college serving one of the most historic, densely populated and ethnically diverse areas of the United States representing over 90 nationalities. HCCC was founded in 1974. Today, HCCC is a fully accredited college by the Middle States Commission on Higher Education, offering 52 degrees and 16 certificate programs in state-of-the-art buildings on three campuses that are easily accessible via public transportation. HCCC's library has been nationally recognized. Hudson County Community College serves its diverse communities with inclusive educational programs and services that promote student success and socioeconomic mobility.

3. Purpose

This undertaking by the University and HCCC is intended to provide HCCC students in the Advanced Manufacturing A.A.S, Construction Management A.A.S, and Technical Studies A.A.S programs a pathway to earn college credit via the established University Prior Learning Assessment method of Professional Learning Review (PLR). Professional Learning Review at Thomas Edison State University has been in operation for over 30 years.

This undertaking will allow HCCC students the opportunity to earn credit for non-collegiate learning experiences that have been deemed as college-credit equivalent by the University.

For the purpose of facilitating student transfer, **HCCC** agrees to accept University PLR credit via official TESU transcription. The University will keep up to date a list of all evaluated non-collegiate learning experiences and their credit equivalencies publicly, at this location: <https://www.tesu.edu/academics/oplr/plr>.

The University acknowledges that HCCC reserves the right to determine how and where, into HCCC curriculum requirements, University PLR credit equivalencies transfer.

Both the University and **HCCC** will make available to all interested students the appropriate transfer information as outlined in this MOU.

The University and **HCCC** will implement this MOU in accordance with the rules and regulations of all applicable New Jersey State and United States federal education regulatory authorities. Both institutions will cooperate in providing information and data needed to comply with these requirements.

4. Professional Learning Review Method

TESU's Professional Learning Review (PLR) is a rigorous process by which extra- and non-collegiate learning experiences are evaluated to see if they are worthy of college credit. College-level learning takes place in a variety of contexts, and PLRs are designed to identify and quantify that learning. In order to do so, the PLR process utilizes outside subject matter experts (SMEs) to carefully assess courses, certificates, credentials, and more. Before conducting a PLR, the TESU team ensures that a learning experience has clear learning outcomes, comprehensive assessments, and appropriately credentialed instructors. The SMEs then examine the content, depth and breadth of learning, course materials, projects and assignments, and length of courses, using detailed rubrics.

SMEs consider a number of factors when determining whether college credit is awarded, including completion rate, instructional design, quality assurance, student evaluations, academic standards, and student outcomes. If credit is awarded, TESU academic deans work closely with the SMEs to determine course levels and equivalencies so that credit is appropriately applied. To maintain validity, every organization must participate in an annual review of the learning experience and a re-review every five years.

5. Transcription

Individual Learning Account (ILA) is a non-degree service that Thomas Edison State University provides to individuals who wish to document college-level learning gained through military experience, professional licenses, college proficiency examinations, college-level corporate training programs or American Council on Education (ACE) recommendations.

Individual Learning Account services are available to individuals who wish to consolidate college-level work documented elsewhere into an official Thomas Edison State University transcript. It is the student's responsibility to ensure that the receiving institution's academic policy will allow transfer of each credit. Individuals who use Individual Learning Account are not enrolled in a Thomas Edison State University degree program and do not have a TESU GPA. The Individual Learning Account fee entitles students to transcription services for one year. Individual Learning Account does not apply to foreign credentials or to individuals seeking credit awards for courses taught.

The fee for the ILA service is \$412 per student to transcript up to 60 credits of PLR credit. This fee shall be the responsibility of the student seeking the service and shall be paid by the student directly to the University. HCCC shall have no obligations for any fees under this MOU.

More details for the University's ILA process can be found here: <https://www.tesu.edu/about/registrar/individual-learning-account>

6. Relationship Between Parties

The Parties are independent contractors, and neither Party will hold itself out to be the agent, employee, partner or joint venturer of the other Party. When used by the Parties, the terms, "partner" or "partnership," are for convenience of reference, and have no legal significance.

7. No Third Party Beneficiaries

Nothing herein expressed or implied is intended or shall be construed to confer upon or give to any person or entity, other than the Parties hereto, any rights or remedies, under or by reason of this MOU.

8. Assignment

Neither party will voluntarily or by operation of law assign or otherwise transfer its obligations under this MOU, without the prior written consent of the other party.

9. Responsibility

Each party shall be responsible for its own acts and omissions, as well those of its employees, officers and agents.

10. Non-Discrimination

For the purposes of this MOU, the Parties agree to abide by all applicable federal and New Jersey state laws and regulations prohibiting discrimination.

11. Family Educational Rights and Privacy Act

The Parties acknowledge that this MOU is subject to the Family Educational Rights and Privacy Act, a United States federal law that precludes the release of education records without the written consent of the student, with certain limited exceptions.

12. Publications and Marketing

The University and HCCC will jointly promote this undertaking to students of HCCC. All materials mentioning the relationship must be approved in writing by both the University and HCCC, prior to their publication and distribution, and such approval will not be unreasonably withheld. This includes such publications as newsletters, press releases, electronic postings or other publications mentioning this arrangement.

13. Liaisons and Communication

HCCC will identify a contact person within its organization who will serve as a liaison with the University regarding this undertaking. The liaison will be able to answer basic questions about the University for students from HCCC and provide such students with copies of University materials as needed.

The University will identify a contact person within the University who will serve as the liaison to **HCCC** for this undertaking. The University will provide to the **HCCC** liaison all articulation materials as needed and/or as requested.

The liaisons at the University and **HCCC** shall maintain a minimum of quarterly contacts to discuss the program and the administration of this undertaking.

The parties shall undertake to resolve in good faith any concerns or questions which may arise concerning the terms and implementation of this Memorandum of Understanding.

Whenever any notice is to be given here under, it shall be in writing and shall be deemed received (if delivered by courier on business day) on the day delivered, or when delivered following mailing (or when mailing is refused), if sent by first-class certified or registered mail or postage prepaid, return-receipt requested.

Any formal communication should be directed to:

Jeffrey S. Harmon
Vice Provost for Strategic Initiatives and IE
Thomas Edison State University
111 West State Street
Trenton, NJ 08608-1176

Heather DeVries
Dean of Academic Affairs and Assessment
Hudson County Community College
70 Sip Avenue
Jersey City, NJ 07306

14. Program Assessment

The effectiveness of the Parties' relationship will be assessed on an annual basis. A process and the criteria for this assessment will be mutually determined by Thomas Edison State University and **HCCC**. This report will be completed in collaboration by both organizations.

15. Duration of the MOU

This MOU is in effect for a two-year period beginning on the date of the last signature by the duly authorized signatory of a Party, and may be extended by written agreement of both Parties. Prior to the expiration of the two-year term, the parties shall confer and evaluate whether they want to continue with this MOU. If the parties agree to continue with the MOU, any continuation (and any revisions to the terms) may be memorialized through a new agreement or amendment to this MOU.

16. Laws of Governance

This MOU shall be governed in accordance with the laws of the State of New Jersey, regardless of conflict of laws principles, and venue shall reside in a court of competent jurisdiction located New Jersey.

17. Changes, Amendments or Termination

This MOU represents the entire understanding of the Parties with respect to the subject matter. No changes, modifications, extensions, terminations or waiver of this MOU, or any of the provisions herein contained, shall be valid unless made in writing and signed by duly authorized representatives of the Parties hereto.

This MOU may be terminated by **HCCC** or the University upon the giving of ninety (90) days prior written notice to the other if either Party determines, in its discretion, that the project is no longer academically, technically, or commercially feasible or desirable. Should this MOU be terminated, students enrolled with the University will be given two years to complete their studies under the terms of this agreement. Students who become inactive during this two year period will not be allowed to reenroll under the terms of the agreement.

This agreement supersedes and replaces all previous signed agreements.

18. Force Majeure

The failure or omission by either of the parties to perform any obligation contained in this MOU shall not be deemed a breach of this MOU if the same shall arise from any causes beyond the control and without the fault or negligence of such party, including, but not restricted to, acts of God, acts of federal, state, or local governments or any agency thereof, requests of any governmental authority or any officer, department, agency or instrumentality thereof, fire, storm, flood, earthquake, explosion, accident, acts of the public enemy, war, terrorism, rebellion, insurrection, riot, sabotage, epidemic, quarantine restrictions or transportation embargoes.

IN WITNESS WHEREOF duly authorized representatives of the Parties have entered into this MOU as of the date written below.

Cynthia G. Baum, Ph.D.
Provost and Sr. Vice President of Academic Affairs
Thomas Edison State University

Christopher Reber, Ph.D.
President
Hudson County Community College

Date

Date

-----The Rest Of This Page Intentionally Left Blank-----

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

X. NEW BUSINESS

INTRODUCED BY: _____

SECONDED BY: _____

DATE: November 22, 2022

- Doria, Joseph* _____
- Fahrenheit, Karen* _____
- Gardner, Pamela* _____
- Gargiulo, Frank* _____
- Kenny, Roberta* _____
- Lee, Bakari* _____
- Peña, Jeanette* _____
- Rodriguez, Silvia* _____
- Stahl, Harold* _____
- Netchert, William, Chair* _____

_____ Aye _____ Nay

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

November 22, 2022

XI. ADJOURNMENT

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED THAT the November 22, 2022 meeting of the Hudson County Community College Board of Trustees be adjourned at ____P.M.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: November 22, 2022

Doria, Joseph	_____
Fahrenheitz, Karen	_____
Gardner, Pamela	_____
Gargiulo, Frank	_____
Kenny, Roberta	_____
Lee, Bakari	_____
Peña, Jeanette	_____
Rodriguez, Silvia	_____
Stahl, Harold	_____
Netchert, William, Chair	_____

_____ Aye _____ Nay