Summary of Proceedings at the
Meeting of the Board of Trustees
Tuesday, January 15, 2019
5:00 p.m.
Mary T. Norton Room, 70 Sip Avenue
Jersey City, New Jersey

Trustees present: Kevin Callahan (via conference call); Karen Fahrenholz (Secretary/Treasurer) (via conference call); Pamela Gardner; Alexandra Kehagias (Alumni/Student Representative); Joanne Kosakowski; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Adrienne Sires.

Trustees not present: Roberta Kenny; Harold Stahl.

Comments from the Public: There were no comments from the public.

Awards, Recognitions and Special Reports

President's Report

Good evening, Trustees and colleagues.

Since classes have not yet begun there is no report this evening from All College Council President Denise Rossilli or Student Government Association President Rhoda Alaribe. Their reports will resume at the February Board meeting.

Our fall was very busy and productive, and spring promises to be even busier.

This evening you will act upon recommendations for awarding the bid and establishing the budget for our exciting Student Center renovation project. With your support, the renovation will begin shortly and we will be on schedule for January 2020 occupancy. This new, state-of-the-art facility will contribute significantly to our opportunities for strong and positive engagement with students and the community.

(continued)

fter six months of careful consideration, we are also pleased to recommend to you our joining *Achieving the Dream*. As you are aware, this organization is leading a national community college reform movement that is devoted to using data and best practices to help member institutions achieve continuous improvement in the retention, completion, transfer and success of students. We would like to partner with *Achieving the Dream* and the organization's 250 member institutions in order to achieve ongoing and sustainable increases in student retention and degree completion.

Following the December Town Hall presentation of *Achieving the Dream* President Dr. Karen Stout, our All College Council surveyed our College community, and 90% of the 120 survey respondents supported our application to become an ATD member institution. This is an important step forward in moving to the next level of excellence as a high-performing, urban and diverse community college that serves its community and beyond exceedingly well and with distinction. It will also help us increase our national visibility and profile as most of the nation's top-performing community colleges are *Achieving the Dream* institutions.

Speaking of excellence, and as I shared with you in last week's Green Memo, we are delighted that the American Association of Community Colleges (AACC) has chosen HCCC Assistant Professor of English Catherine Sweeting to receive the 2019 AACC Dale Parnell Faculty Distinction Award. This is a highly respected and visible national acknowledgement of teaching excellence that we celebrate with Catherine, who is here this evening.

Congratulations, Katie!

Katie's receipt of this award brings pride to our entire College community. She will be presented the award at the April AACC Convention, and several of us will be there cheering! I thank Dean John Marlin and Associate Dean Elizabeth Nesius for nominating Katie.

I'm also pleased to share that our Office of Continuing Education and Workforce Development has been awarded $136,000 in two grants from the New Jersey Labor and Workforce Development Office of the New Jersey Department of Labor.

These grants will support incumbent staff and dislocated workers who are enrolled in our Certified Healthcare Access Associate program. Congratulations to Dean Lori Margolin and her team.

As we just discussed with the Academic and Student Affairs Committee, we are in the early stages of exploring the development of a baccalaureate degree in Culinary Arts and Hospitality.

There is growing support in New Jersey for the offering of applied, or niche baccalaureates by community colleges in areas of special distinction and significance, and this also represents a national trend and best practice. Currently 25 states have authorized community colleges to offer applied baccalaureates, and more are considering this.

Recently Union County College President Maggie McMenamin encouraged us to consider this in view of the historic strength and quality of our Culinary Arts program. As inaugural baccalaureate program proposals are advanced, it helps other New Jersey sister institutions make the case for programs that have special significance for their communities. There is much due diligence ahead, but I am proud to share with you this potential next step in the College's vision and development.

Our search for a new Vice President for Human Resources is progressing very well. Two of our four finalists have completed full-day interviews, and the remaining interviews will be completed by the end of this week. There has been strong attendance of college community members in the interview sessions and I thank Trustee Karen Fahrenholz for attending the open fora virtually from Florida. We are optimistic that we will soon welcome an outstanding new colleague, who will work closely with Vivyen Ray, our entire HR team and the College community to lead the continuous improvement of our employee recruitment, support and development processes in support of our Strategic Plan.

I'm pleased to share that the Hispanic Statewide Chamber of Commerce is holding an Hispanic Entrepreneurship Training Program this evening at 6 p.m. in our Culinary Conference Center, and several of us will be participating in this strong and well attended meeting after our Board meeting. We are working with the Chamber to increase our engagement and support of the Latino business and larger communities.

This evening we are joined by our new Dean of Libraries, Jenny Pu.

Welcome, Jenny!

(Provost Eric Friedman introduced Jennie Pu and gave the following statement.)

We are pleased to announce that Jennie Pu has started as Hudson County Community College's new Dean of Libraries.

Ms. Pu has worked part-time at both Gabert and North Hudson Campus Libraries since 2015. Most recently, she was the Library Media Specialist at West Orange High School. Her work experience includes six years as a Senior Library Associate at the Metropolitan Museum of Art, managing day-to-day library operations of the Department of Asian Art.

She comes to HCCC with over 13 years of diverse library and technology experience.

Jennie earned an M.L.S. in Library Science from Queens College, a B.A. from the University of Washington, and has continued her graduate coursework at Rutgers University. She is a frequent contributor at many conferences and workshops both locally and nationally.

Importantly, Jennie and her family are proud residents of Jersey City, and she is a well-known local advocate for quality public school education.

Please join us in giving Ms. Jennie Pu a warm welcome to HCCC.

(Jennie Pu addressed the Board and members of the College community.)

I thank the Board and the HCCC community for welcoming me. I'm so excited to start! Having worked as a part-time librarian on both campuses, I am well acquainted with many of the wonderful, hard-working, talented staff. I can speak very passionately of this commitment to the success of our students. My role is to support our faculty and students with the resources that they need and to ensure that the library continues to thrive as a hub of innovation, creativity and the individual pursuit of knowledge and happiness for all. I'm excited to partner with many of the deans and all of the departments.   I welcome all of you to visit either of our campus libraries. My office is open all day; I'm also available by email.

(President Reber thanked Jennie and welcomed her again.)

(He also asked for everyone to join him in welcoming Jack Quigley, Executive Director of Public Safety and Security.)

We all look forward to Jennie's and Jack's leadership in these exciting and very important positions.

This concludes my report.

Trustees, I'd be happy to entertain any questions or comments.

Trustee Netchert welcomed Jennie Pu to the College and said he loved her enthusiasm.

Trustee Netchert thanked President Reber and the Administration for taking his suggestion to use some of the Student Activities fee funding for the purchase and installation of lights at the Culinary Park Plaza in December.   He said he hoped it would become an annual event.

Trustee Lee addressed President Reber with the following statement.

Chris, I just want to applaud you on the initiative for moving the College toward "*Achieving the Dream*" (ATD). I know Karen Stout and she is doing a fantastic job as President and CEO at ATD. She was also an excellent president at Montgomery County Community College. My view is that schools that are involved in "*Achieving in the Dream*" are leaders in the community college community and among our peers.

Trustee Lee invited fellow trustees to attend the Community College National Legislative Summit in Washington, DC, February 10-13, 2019.   Chris noted that he was attending the conference as well as Trustee Pamela Gardner; former Student Alumni Representative Hamza Saleem; newly elected Student Alumni Representative Alexandra Kehagias; Student Government President Rhoda Alaribe; and Vice President for Development Nicholas Chiaravalloti.

REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1.   Minutes of Previous Meeting

The trustees approved the minutes of the Reorganization Meeting and Regular meeting of November 20, 2018.

2.   Gifts, Grants, and Contracts Report - None

3.   Middle States Self-Study Update

Hudson County Community College
Decennial Self Study Update

- *Core Committee members met during the last two weeks prior to winter break to continue their work on the Self-Study Report. In January a revised report will be distributed to the College community for their review and feedback.*

- *Dr. Eric Friedman has completed the application process to become a Middle States Commission on Higher Education (MSCHE) Evaluator. Being HCCC's Accreditation Liaison Officer provides foundational experience that prepares volunteers to assist other colleges in their accreditation processes. MSCHE relies on volunteers for site visits.*

- *MSCHE will be hosting a Webinar on how to complete the Institutional Federal Compliance Requirements on January 24, 2019. Dr. Friedman and other members of the Core Committee will be in attendance.*

- *Jerry Trombella, Dean of Research and Planning, is working with the Finance Team to revise Standard VI in light of the feedback received during the Preliminary Visit. An emphasis on future sustainability is central to the revision.*

- *HCCC's Institutional Federal Compliance and Self-Study Report are due to Middle States on February 14, 2019, six weeks before their site visit.*

- ***SAVE THE DATE:*** *A Welcome Dinner for the Visiting Team will take place on Sunday, March 31, 2019 at 6:00 p.m.*

The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration and endorsed by the Finance Committee:

1. Resolution to Award Contract for Student Center Renovation at 81 Sip Avenue to APS Contracting, Inc. of Paterson, New Jersey, in the amount of Six Million Ninety-Seven Thousand Dollars ($6,097,000), was approved.

2. Resolution to Revise Budget for 81 Sip Avenue Student Center Renovation Project, at a cost not to exceed $8,232,378, was approved.

3. Resolution to Revise Architect and Engineering Services (DiCara Rubino) for Student Center Project at 81 Sip Avenue, at a cost not to exceed $90,000.00, was approved.

4. Resolution for the Installation of a New Electric Panel, Computer Power, and Data Cabling for the North Hudson Temporary Office Space by Sal Electric Company, at a cost not to exceed $38,620.00, was approved.

5. Resolution to Award Contract for IT, Security and Audio Systems Design Services for the New Tower Building in Jersey City, New Jersey to THECLARIENTGROUP of New York, at a total cost not to exceed $123,300.00, was approved.

6. Resolution to Enter into a Medical Assistant Program - Externship Affiliation Agreement Between Quality Care Associates and HCCC, from February 1, 2019 through February 1, 2021, was approved.

7. Resolution to Enter into a Joint Admissions Agreement Between New Jersey Institute of Technology (NJIT) and HCCC, starting January 1, 2019, was approved.

8. Resolution to Enter into a Memorandum of Understanding Between Ramapo College of New Jersey and HCCC, starting January 1, 2019, was approved.

9. Resolution for Temporary Staffing for the Finance Department until January 31, 2019, at a cost not to exceed $25,000.00, was approved.

10. Resolution to Award the Contract of the College's Technology Management and CIO Technology Services to Ellucian for two years, January 1, 2019 through December 31, 2020, at a cost not to exceed $2,764,314, was approved.

11. Resolution to Award the Security Services Contract to U.S. Security Services Associates, Inc. ("USSA") for a two (2) year agreement, October 1, 2018 through September 30, 2020, at a cost not to exceed $4,241,667, was approved.

12. Resolution to Award the Purchase of Equipment and Furnishings for Skills Simulation Lab at 870 Bergen Avenue to Pocket Nurse of Monaca, Pennsylvania, at a cost not to exceed $32,850.00, was approved.

13. Resolution to Award a Raman Spectrometer for the STEM Building to VWR of Radnor, Pennsylvania, at a cost not to exceed $32,272.00, was approved.

14. Resolution to Award the Contract for the May 2019 Commencement Ceremony to the New Jersey Performing Arts Center (NJPAC), at a cost not to exceed $42,870.00, was approved.

15. Resolution to Establish Laboratory Fees for Specific Courses in the Academic Certificate Personal Fitness Training Program was approved.

16. Resolution to Approve Joining *Achieving the Dream* (ATD) Organization in Silver Springs, Maryland, at a cost of 78,000.00, was approved.

17. Resolution to Approve Roof Repairs at North Hudson Campus, at a cost not to exceed $25,000.00, was approved.

The following actions were taken regarding **personnel recommendations** brought forward by the Administration and endorsed by the Personnel Committee:

1. The resignation of a Counselor was accepted.

2. Staff were appointed to the following Full-Time Faculty Assignments: Engineering Science Instructor; and Mathematics Instructor.

3. Staff was appointed to the following Full-Time Assignment: Director, Radiography Program.

4. Staff were appointed to the following Temporary Full-Time Assignments: Assistant Director of Academic Advising and Counseling; and Academic Advisor.

5. Staff were appointed to the following Temporary Full-Time Faculty Assignments: Instructor, English and ESL (2); Instructor, English (4); and Instructor, Culinary.

6. Appointments of Additional New & Continuing Part-Time Hires: December 12, 2018 – June 30, 2019, were approved.

7. Appointments of Additional New Hire Adjuncts: Spring 2019, were approved.

8. Resolution Authorizing the Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department to New Direction Behavioral Health, Inc., at a cost not to exceed $7,500.00, was approved.

9. Modifications of Staffing Table for FY 2019 Effective January 15, 2019 were approved.

    Section One:

    Add Titles
    Instructor, Mathematics
    Instructor, Computer Science
    Instructor, Developmental Mathematics

    Section Two:

    Delete Titles
    College Lecturer, STEM
    College Lecturer, STEM
    College Lecturer, Business, Culinary Arts, and Hospitality Management

    Section Three:

    Change Title With Incumbents

Name	*Title Change*
Courtney Payne	*From: Full Time Non-Tenure Track Instructor*
	To: Full Time Tenure-Track Baking Instructor

Name	*Title Change*
Salim Bendaoud	*From: Interim Associate Dean of STEM*
Division	*To: Assistant Professor, STEM Division*

Name	*Title Change*
Linda Guastini	*From: Executive Administrative Assistant to the*
Senior Vice	*President for Academic Affairs*
	To: Executive Administrative Assistant to the
	Executive Vice President and Provost

Section Four:
Salaries Impacted BY Staff Title Changes

Salim Bendaoud	*Assistant Professor, STEM Division*
	Salary From: $90,000
	To: $48,458.90

The following actions were taken concerning **Academic and Student Affairs:**

1. Proposed Authorization to Amend Existing Agreement between Hudson County Community College and Hudson County Schools of Technology, to Offer Additional HCCC Courses at the Hudson County Schools of Technology Frank J. Gargiulo Campus, was approved.

2. Proposed Suspension of Recruitment for the Academic Certificate in Medical Transcription was approved.

3. Proposed Termination of Associate of Applied Science Degree in Management, Funeral Services Option was approved.

4. Proposed Academic Calendars: Summer 2019 through Spring 2020, were approved.

   Proposed Academic Calendar 2019-2020 Highlights:

   - *For Summer 2019, Summer Session I and Summer Session II are scheduled for May 23 through July 3 and July 10 through August 15, respectively. Summer Online A and Summer Online B are scheduled for May 23 through July 3 and July 5 through August 15, respectively.*
   - *Commencement is scheduled for Thursday, May 30. No Summer Session I classes will be in session on that day.*
   - *For Fall 2019, Regular Term at HCCC will start after Labor Day on Wednesday, September 4.*
   - *For Fall 2019, College Service Day and All College Faculty Orientation are scheduled for Wednesday, August 28, and Thursday, August 29, respectively.*

- *Convocation is scheduled for Wednesday, October 2, when there will be no day classes and only classes starting at 6 p.m. or later will be in session. Day classes on the Wednesday before Thanksgiving will be in session and there will be no classes beginning at or after 6 p.m. on that day.*
- *Fall 2019 Regular Term is scheduled to end on Friday, December 20.*
- *Winter-Intersession 2020 classes start Friday, January 3, and end on Friday, January 17.*
- *Spring 2020 College Service Day and All College Faculty Orientation are scheduled for Tuesday, January 21, and Wednesday, January 22, respectively.*
- *For Spring 2020, Regular Term at HCCC will start on Friday, January 24, in order to accommodate Easter Break (April 10-April 12). Spring Recess is scheduled for March 23-March 29.*
- *The Spring 2020 Regular Term is scheduled to end on Monday, May 18.*
- *The date of Commencement 2020 is tentatively scheduled for Thursday, May 21.*

5. Proposal to Establish Laboratory Fees for Specific Courses in the Academic Certificate Personal Fitness Training Program at 870 Bergen Avenue, Jersey City, was approved.

6.

COURSE NUMBER	COURSE TITLE	HRS LECTURE/LAB	PROPOSED FEE
PFT-101	Foundations of Personal Fitness	3 hours lecture 1 hour lab	$35.00
PFT-202	Program Design & Implementation	2 hours lecture 2 hours lab	$45.00
PFT-230	Internship/ Test Preparation	Internship	$400.00

HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2019

Registration Information:

Monday	April	1	Online registration begins for Summer/Fall 2019
Monday	April	15	In-person registration begins for Summer/Fall 2019
Wednesday	May	22	Late registration begins for Summer I & Summer Online A
Wednesday	July	3	Late registration begins for Summer II & Summer Online B

Summer I: Thursday, May 23 – Wednesday, July 3, 2019

Thursday	May	23	Classes begin, Summer I	**Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.*
Monday,	*May*	*27*	*Memorial Day – College Closed*	
Wednesday	May	29	Last day to add*/drop** classes for Summer I	
Thursday	May	30	**Commencement – 6 p.m.** *No classes in session*	
Wednesday	June	19	Last day to complete official withdrawal for Summer I	
Tuesday	July	2	Final Exams for Summer I	Last day to submit grades: July 6, 2019
Wednesday	July	3		
Thursday	*July*	*4*	*Independence Day – College Closed*	***For a complete list of refund dates, please consult the Summer/Fall 2019 Student Refund Calendar.*

Online Session A: May 23 – July 3, 2019

Thursday	May	23	Classes begin, Online A	
Tuesday	May	28	Last day to add* classes for Online A	
Thursday	May	30	Last day to drop** classes for Online A	
Monday	July	1	Last day to Withdraw from Online A	
Wednesday	July	3	Final Exams for Online A	Last day to submit grades: July 6, 2019

Summer II: Wednesday, July 10 – Thursday, August 15, 2019

Wednesday	July	10	Classes begin, Summer II	**Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.*
Monday	July	15	Last day to add*/drop** classes for Summer II	
Thursday	August	1	Last day to complete official withdrawal for Summer II	
Wednesday	August	14	Final Exams for Summer II	Last day to submit grades: August 18, 2019
Thursday	August	15		***For a complete list of refund dates, please consult the Summer/Fall 2019 Student Refund Calendar.*

Online Session B: July 5 – August 15, 2019

Friday	July	5	Classes begin, Online B	
Monday	July	8	Last day to add* classes for Online B	
Monday	July	15	Last day to drop** classes for Online B	
Monday	August	12	Last day to Withdraw for Online B	
Thursday	August	15	Final Exams for Online B	Last day to submit grades: August 18, 2019

Special Sessions:

Transitional Programs (Enrichment, Bridge, Boot Camps)	June 3 – August 29, 2019
EOF Summer Program for New Students	July 8 – August 8, 2019

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

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HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2019

Semester Start-Up Events

Wed.	Aug.	28	College Service Day
Thurs.		29	All College Faculty Orientation – 6 p.m.
Wed.	Oct.	2	Convocation

15-Week Terms: Regular, Online Regular/Hybrid, L.E.A.P. & Culinary Evening: **September 4 – December 20**

Thurs.	Aug.	29	Late Registration begins
Sat. Mon.	Aug. Sept.	31 2	*Labor Day Weekend – College closed*
Wed.	Sept.	4	**Classes begin** for Regular, Online Regular/Hybrid & Culinary Evening Sessions
Tues.	Sept.	10	Classes begin for L.E.A.P sessions ("HP")
Wed. Tues.	**Sept.**	**11** 17	**Last day to add* ONR/Hybrid classes** Last day to drop** ONR/Hybrid classes
Wed. Tues.	Sept.	4 17	Add*/Drop** Period for 15-Week Regular, L.E.A.P. & Culinary Evening Terms
Tues.	Oct.	1	Last day to file Degree Audit Application for December 2019 Graduation
Wed.	Oct.	2	Convocation – no day classes
Mon.	Oct.	14	Columbus Day – Classes in session
Thurs. Wed.	Oct.	24 30	Midterm exams/Advisement Period
Tues.	Nov.	5	Election Day – Classes in session
Wed.	Nov.	6	Last day to submit Midterm Advisory Grades
Mon.	Nov.	11	Veterans' Day – Classes in session
Wed.	Nov.	20	Last day to complete official withdrawal
Wed.	Nov.	27	Day classes in session; no evening classes
Thurs. Sun.	Nov. Dec.	28 1	*Thanksgiving Recess – College closed*
Sat. Fri.	Dec.	14 20	Last classes and/or final exams
Mon.	Dec.	23	Last day to submit final grades

*Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.

**For a complete list of refund dates, please consult the Summer/Fall 2019 Student Refund Calendar.

Important Dates for Special Sessions

Culinary (Day) Cycles:

Sept. 4 – Oct. 10	**Culinary Cycle I**	Last day to add*: 9/10 Last day to drop**: 9/15 Last day to withdraw: 9/23
Oct. 14 - Nov. 14	**Culinary Cycle II**	Last day to add*: 10/18 Last day to drop**: 10/25 Last day to withdraw: 10/31
Nov. 18 – Dec. 19	**Culinary Cycle III**	Last day to add*: 11/ 22 Last day to drop**: 12/ 2 Last day to withdraw: 12/5

7-Week Online Sessions: Online A & Online B

Sept. 4 - Oct. 22	**Online Session A**	Last day to add*: 9/5 Last day to drop**: 9/11 Last day to withdraw: 10/14
Oct. 30 – Dec. 20	**Online Session B**	Last day to add*: 10/31 Last day to drop**: 11/6 Last day to withdraw: 12/9

12-Week Terms: "Q" Sections, Off-Site Sections & College Student Success Courses

Sept. 25 - Dec. 20	**"Q" Sections, Off-Site, and CSS-100**	Last day to add*/drop**: 10/4 Last day to withdraw: 11/20

Registration Information for Winter/Spring 2020:

Registration begins online for eligible students: 11/1   •   Registration begins in-person for students: 11/12

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

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HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ WINTER/SPRING 2020

Winter Intersession

Thurs.	Jan.	2	Late registration begins for Winter Intersession *only*

Jan. 3 – Jan. 17	**Winter Intersession**	**Last day to add: 1/3/2020 Last day to drop: 1/6/2020**

Semester Start-Up Events

Tues.	Jan.	21	College Service Day
Wed.		22	All College Faculty Orientation – 6 p.m.

15-Week Terms: Regular, Online Regular/Hybrid, L.E.A.P. & Culinary Evening: **January 24 – May 18**

December 2, 2019			*Deadline to Apply for May Graduation*
Mon.	Jan.	20	*Martin Luther King, Jr. Day – College closed*
Tues.	Jan.	21	Late Registration begins for Spring 2020 Term
Fri.	Jan.	24	**Classes begin** for Regular, Online Regular/Hybrid, L.E.A.P. & Culinary Evening Sessions
Fri.	**Jan.**	**31**	**Last day to add* ONR/Hybrid classes**
Thurs.	Feb.	6	Last day to drop** ONR/Hybrid classes
Fri.	Jan.	24	Add*/Drop** Period for 15-Week Regular, L.E.A.P. & Culinary Evening Terms
Thurs.	Feb.	6	
Fri.	Feb.	14	Classes in session - Administrative Offices Closed
Mon.	Feb.	17	*Presidents' Day – No classes - College closed*
Fri.	Mar.	13	Midterm exams/Advisement Period
Thurs.		19	
Thurs.	Mar.	26	Last day to submit Midterm Advisory Grades
Mon.	Mar.	23	**Spring Break – No classes**
Sun.		29	
Fri.	Apr.	10	**Easter break**
Sun.		12	
Mon.	Apr.	13	Last day to complete official withdrawal
Tues.	May	12	Last classes and/or final exams
Mon.		18	
Thurs.	May	21	Last day to submit final grades

*Registration should always occur prior to the first day of class. If a class has already met, registration may be permitted before the class meets for a second time.

**For a complete list of refund dates, please consult the Summer/Fall 2019 Student Refund Calendar.

Important Dates for Special Sessions

Culinary (Day) Cycles:

Jan. 27 – Feb. 27	**Culinary Cycle I**	Last day to add: 1/31 Last day to drop: 2/7 Last day to withdraw: 2/13
Mar. 2 – Apr. 9	**Culinary Cycle II**	Last day to add: 3/6 Last day to drop: 3/13 Last day to withdraw: 3/19
Apr. 13 – May 14	**Culinary Cycle III**	Last day to add: 4/17 Last day to drop: 4/24 Last day to withdraw: 4/30

7-Week Online Sessions: Online A & Online B

Jan. 24 – Mar. 12	**Online Session A**	Last day to add: 1/27 Last day to drop: 1/31 Last day to withdraw: 3/2
Mar. 20 – May 18	**Online Session B**	Last day to add: 3/23 Last day to drop: 3/27 Last day to withdraw: 4/27

12-Week Terms: "Q" Sections, Off-Site Sections & College Student Success Courses

Feb. 13 – May 18	**"Q" Sections, Off-Site, and CSS-100**	Last day to add*/drop**: 2/25 Last day to withdraw: 4/13

Registration Information for Summer/Fall 2020:

Registration begins online for eligible students: 4/1 • Registration begins in-person for eligible students: 4/15

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

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Science & Mathematics Academic Pathways HCST → HCCC

HCST Program: Design and Fabrication ("D|Fab")
HCCC Program: Science & Mathematics AS

	HCCC Program Requirement	How Do I Earn These Credits?	Suggested Year
General Education Requirements	CSS100 College Student Success (1)	Students take this course spring of Freshman Year	Spring of Freshman Year (6-day orientation/CSS)
	ENG 101 College Composition I (3)	AP Language I CLEP LEAP after school HCCC	Junior
	English 102 College Composition II (3)	LEAP after school HCCC	Fall Junior/Senior
	ENG112 Speech (3)	Earn 18 credits at HCCC and complete sophomore year at HCST	
	CHP 111 College Chemistry I (4)	HTHS Chemistry I	Fall-Spring Sophomore/Junior
	MAT 110 Pre-calculus (4)	HTHS Pre-calculus	Fall-Spring Sophomore/Junior
	Humanities Elective (3)	HCST Spanish I HCST French I CLEP LEAP after school HCCC	Fall-Spring Freshmen
	Humanities/Social Sciences Elective (3)	HCST Spanish II HCST French II or LEAP after school HCCC	Fall-Spring Sophomore
	Social Science Elective (3)	AP Economics LEAP after school HCCC	Senior
	HUM 101 Cultures and Values (3)	LEAP after school HCCC	Spring Junior
Major Requirements	CHP 211 College Chemistry II (4)	HCST Chemistry II	
	CSC 101 Scientific Programming (3)	HCST Computer Science Sequence	Sophomore
	CSC100 Intro Computers and Computing (3)	Earn 18 credits at HCCC and complete sophomore year at HCST	
	MAT 111 Calculus I (4)	HCST Calculus AP Calculus	Senior
	MAT 112 Calculus II (4)	HCCC	Senior - Summer I or II?
	PHY 111 Engineering Physics I (4)	AP Physics HCST Physics I	Senior
	PHY 211 Engineering Physics II (4)	HCCC	Senior - Summer I or II?
	EGS 100 Fundamentals of Engineering Design (2)	HCST Industrial Design HCST Architecture & Design	Sophomore
	BIO 111 Anatomy and Physiology I (4)	AP Biology HCCC	Fall-Spring Senior

Science & Mathematics Academic Pathways HCST → HCCC

HCST Program: Environmental Studies
HCCC Program: Environmental Studies AS

	HCCC Program Requirement	How Do I Earn These Credits?	Suggested Year
General Education Requirements	CSS100 College Student Success (1)	Students take this course spring of Freshman Year	Spring of Freshman Year (6-day orientation/CSS)
	ENG 101 College Composition I (3)	AP Language I CLEP LEAP after school HCCC	Junior
	English 102 College Composition II (3)	LEAP after school HCCC	Fall Junior/Senior
	ENG112 Speech (3)	Earn 18 credits at HCCC and complete sophomore year at HCST	
	BIO 100 General Biology	HTHS Chemistry I	Fall-Spring Sophomore/Junior
	MAT 100 College Algebra	HTHS Algebra I & II	Fall-Spring Sophomore/Junior
	HIS 105 American History	HTHS History I/II	Senior
	PHL 218 Contemporary Moral Issues (3)	LEAP after school HCCC	Senior
	SOC 101 Principles of Sociology (3)*	LEAP after school HCCC	Junior
	HUM 101 Cultures and Values (3)	LEAP after school HCCC	Senior
	CSC100 Intro Computers and Computing (3)	Earn 18 credits at HCCC and complete sophomore year at HCST	Spring Junior
Major Requirements	ENV 110 Inro to Environmental Studies (3)	AP Env Science	Senior
	ENV 103 Environmental Sustainability (3)	AP Env Science	Senior
	CHP 105 Intro to Environmental Chemistry (4)	HTHS Chemistry	
	ENV 105 Weather and Climate (3)*	HTHS Meteorology	Spring Sophomore
	ENV 201 The Urban Environment (3)	HTHS Urban Ecology	Junior
	ENV 203 Environmental Sociology (3)	Dual/HCCC EFR I	Junior
	ENV 205 Environmental Public Policy (3)	HTHS Env Public Policy	Senior
	SCI 101 Introduction to Physical Science (3)	HTHS Physics	Junior Year
	GEO 111 Physical Geology (4)*	HTHS Physical Geology	Sophomore
	GIS 104 Introduction to GIS (3)*	HTHS Intro to GIS	Spring Freshman

*=listed in existing agreement

The **meeting was adjourned** at 5:30 pm.

The minutes of the Board of Trustees Meeting, upon approval, are available in the College Library, the President's Office, and on the College website.