

Memorandum

To: Hudson County Community College – Simulation Department

From: Hoboken University Medical Center Education Department

Date: August 12, 2025

Subject: Hoboken University Medical Center Utilization of Simulation Lab for Nurse
Residency Program

Purpose

The purpose of this memorandum is to outline the collaboration between Hoboken University Medical Center and Hudson County Community College to utilize the college's state-of-the-art nursing simulation lab as part of our Nurse Residency Program.

Background

As part of our commitment to providing high-quality education and hands-on training for new graduate nurses, the Nurse Residency Program seeks opportunities to enhance clinical skills in a safe, controlled environment. The Hudson County Community College simulation lab offers advanced equipment, realistic patient scenarios, and trained simulation staff, making it an ideal setting for immersive learning experiences.

Details of Partnership

- Location: Hudson County Community College 70 Sip Ave, Jersey City, NJ 07306
- Schedule: September – December 1-2 days per month (4-hour sessions)
- Focus Areas:
 - Cardiac and respiratory emergencies
 - Maternal child health emergencies
 - Behavioral health emergencies
 - Patient communication and SBAR reporting
 - Critical thinking and rapid response scenarios

- Instructors/Facilitators: Hoboken University Medical Center Education Department (Dominique & Latarsha); Hudson County Community College Simulation Lab Coordinator (Eva Racine)
- Students: 15 students in August 2025 cohort
- Evaluation: Resident nurses will be assessed using competency checklists and feedback forms to identify strengths and growth opportunities.

Benefits

- Provides residents with realistic practice before working with live patients.
- Strengthens confidence, critical thinking, and teamwork.
- Enhances inter-organizational collaboration and community partnership.
- Offers exposure to high-fidelity simulation technology not currently available within our facility.
- *Confirmation of hospital insurance coverage by HUMC for nurse residents while participating in off-site activities at Hudson County Community College simulation lab.*

Next Steps

1. Finalize dates and confirm simulation lab availability.
2. Assign hospital educators and simulation coordinators.
3. Distribute schedule and preparation materials to all nurse residents.

Conclusion

This partnership represents a valuable investment in the development of our new nurses and aligns with our mission to provide exceptional patient care through highly skilled, confident nursing staff. Your support and participation are essential to ensuring the success of this initiative.

Sincerely,

Nicole Rosso, MSN, RN, CNML – *Vice President Patient Care Services/ CNO*

Dominique Wisniewski, BSN, RN, NE-BC, MEDSURG-BC – *Nursing Educator*

Latarsha Manigo, MSN, RN – *Nursing Educator*



MEMORANDUM OF UNDERSTANDING

September 17, 2025 – September 16, 2027

Between:

Hudson County Community College (HCCC) and the Hudson County Chamber of Commerce.

1. Description

The purpose of this Memorandum of Understanding is for HCCC and the Hudson County Chamber of Commerce to work together to mutually support each organization's mission. HCCC and Hudson County Chamber of Commerce will work collaboratively to support entrepreneurs and small businesses in Hudson County, as well as the HCCC community. HCCC will work with staff, students, faculty, other college departments, and partners to support initiatives. Hudson County Chamber of Commerce will work with staff and other partners to support initiatives. Both HCCC and Hudson County Chamber of Commerce will share resources to expand their capacity to support entrepreneurs, small businesses, and the HCCC community. In addition, this involves designating HCCC as the official provider of business training for the Hudson County Chamber of Commerce and its members, including providing workshops, events to support entrepreneurial and student initiatives, other collaborative programs, sharing resources when available, cross-marketing opportunities, and sharing information.

2. Roles and Responsibilities

It is agreed that the following will be the roles and responsibilities of the participating organizations.

Hudson County Chamber of Commerce

- a. Promote HCCC and Hudson for Business programs and events for entrepreneurs, small businesses, and government organizations to chamber members.
- b. Collaborate with HCCC in developing customized training programs for chamber members, including workshops, business training sessions, and events.
- c. Include a link to HCCC's website on the Hudson County Chamber of Commerce website, emphasizing grant-funded, government, and subscription-based training programs available to chamber members.
- d. Engage in cross-marketing efforts and information exchange, while sharing and utilizing resources whenever possible.
- e. Engage in planning and evaluation sessions with HCCC twice per year to review progress, address challenges, and plan future activities.

- f. Explore internship opportunities that support HCCC students.
- g. Designate HCCC as the official provider of business training for the Hudson County Chamber of Commerce and its members, which shall include providing workshops, events to support entrepreneurial and student initiatives, other collaborative programs, sharing resources when available, cross-marketing opportunities, and sharing information.

HCCC

- a. Promote Hudson County Chamber of Commerce programs and events to students and the college community.
- b. Collaborate with Hudson County Chamber of Commerce in developing customized training programs for chamber members, including workshops, business training sessions, and events.
- c. Include a link to HCCC’s website on the Hudson County Chamber of Commerce website, emphasizing grant-funded, government, and subscription-based training programs available to chamber members.
- d. Engage in cross-marketing efforts and information exchange, while sharing and utilizing resources whenever possible.
- e. Engage in planning and evaluation sessions with the Hudson County Chamber of Commerce twice per year to review progress, address challenges, and plan future activities.
- f. Explore internship opportunities that support the Hudson County Chamber of Commerce.

3. 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. It is further understood that the term of this agreement is for the period: September 10, 2025 – September 9, 2027. Any continuation is subject to a new agreement.

Emory Edwards
 President and CEO
 Hudson County Chamber of Commerce

Dr. Christopher M. Reber
 President
 Hudson County Community College

Date

Date

Semester Start-Up Events

Tues.	Aug.	25	College Service Day
Wed.		26	All College Adjunct Faculty Orientation
Thurs.		27	Convocation

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

15-Week Terms: Regular, Online Regular, and Hybrid: August 28 – December 20

Fri.	Aug.	28	Classes begin for Regular and ONR/Hybrid
Sat.	Sept.	5	<i>Labor Day Weekend – College closed</i>
Mon.		7	
Thurs.	Sept.	3	Last Day to Add* for 15-Week Regular and ONR/Hybrid
Fri.	Sept.	11	Last Day to Drop** for 15-Week Regular and ONR/Hybrid
Thurs.	Oct.	1	Last day to file Degree Audit Application for December 2026 Graduation
Mon.	Oct.	12	Columbus Day – Classes in session
Fri.	Oct.	23	Midterm Exams/Advisement Period
Thurs.		29	
Tues.	Nov.	3	Election Day – Classes in session
Thurs.	Nov.	5	Last day to submit Midterm Advisory Grades
Fri.	Nov.	6	Diwali (Observed) – No classes – College Closed
Sat.	Nov.	7	Classes in session
Sun.	Nov.	8	Diwali – No classes – College Closed
			Note: Classes normally held on this day will be held on Sunday, December 20
Wed.	Nov.	11	Veterans' Day – Classes in session
Mon.	Nov.	16	Last day to complete official withdrawal (W) for Regular and ONR/Hybrid
Wed.	Nov.	25	No Classes; College Open
Thurs.	Nov.	26	<i>Thanksgiving Recess – College closed</i>
Sun.		29	
Tues.	Dec.	8	Last classes and/or final exams for Regular and ONR/Hybrid classes meeting on Tuesday
Sat.	Dec.	12	Last classes and/or final exams for Regular and ONR/Hybrid classes meeting on Saturday
Mon.	Dec.	14	Last classes and/or final exams for Regular and ONR/Hybrid classes
Sun.		20	Note: No Regular or ONR/Hybrid classes on Tuesday, 12/15.
Wed.	Dec.	23	Last day to submit final grades

***For a complete list of refund dates, please consult the Summer/Fall 2026 Student Refund Calendar.*

Culinary Cycles

Aug. 31 - Oct. 5	Culinary Cycle I	Last day to add*: 9/4	Last day to drop**: 9/11	Last day to W: 9/21	Grades due: 10/8
Oct. 7 - Nov. 10	Culinary Cycle II	Last day to add*: 10/14	Last day to drop**: 10/19	Last day to W: 10/26	Grades due: 11/13
Nov. 11 - Dec. 17	Culinary Cycle III	Last day to add*: 11/18	Last day to drop**: 11/23	Last day to W: 11/30	Grades due: 12/22

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

Aug. 28 - Oct. 19	Online Session A	Last day to add*: 8/31	Last day to drop**: 9/4	Last day to W: 10/7	Grades due: 10/22
Aug. 31 - Oct. 19	On-Ground/Remote 1	Last day to add*: 9/2	Last day to drop**: 9/4	Last day to W: 10/12	Grades due: 10/22
Aug. 31 - Oct. 21	Culinary On-Ground 1	Last day to add*: 9/2	Last day to drop**: 9/4	Last day to W: 10/12	Grades due: 10/26
Aug. 29 - Oct. 23	Culinary Hybrid 1	Last day to add*: 9/2	Last day to drop**: 9/4	Last day to W: 10/12	Grades due: 10/28
Oct. 22 – Dec. 17	Culinary On-Ground 2	Last day to add*: 10/27	Last day to drop**: 10/29	Last day to W: 12/1	Grades due: 12/22
Oct. 24 – Dec. 17	Culinary Hybrid 2	Last day to add*: 10/28	Last day to drop**: 10/30	Last day to W: 12/3	Grades due: 12/22
Oct. 27 - Dec. 20	Online Session B	Last day to add*: 10/28	Last day to drop**: 11/3	Last day to W: 12/7	Grades due: 12/23
Oct. 28 - Dec. 17	On-Ground/Remote 2	Last day to add*: 10/30	Last day to drop**: 11/4	Last day to W: 12/7	Grades due: 12/22

Early College Dual Enrollment - Contact the Early College Program for dates specific to each high school partner.

Sept. 28 - June 25	Full Year	Last day to add*: 10/4	Last day to drop**: 10/12	Last day to W: 5/29	Grades due: 6/30
Sept. 28 - Feb. 10	Half Year	Last day to add*: 10/4	Last day to drop**: 10/12	Last day to W: 1/13	Grades due: 2/17

12-Week Quick Term

Sept. 18 - Dec. 20	Quick Term	Last day to add*/drop**: 9/24	Last day to W: 11/16	Grades due: 12/23
	(12/7 & 12/8 – Last Mon and Tues classes. 12/12 – Last Sat classes.)			

Winter Session

Jan. 5 – Jan. 20	Winter Intersession	Last day to add: 1/5 Last day to drop: 1/6 Last day to W: 1/14 Grades due: 1/25
Mon. Jan 18	<i>Martin Luther King, Jr. Day – College Closed</i>	

Semester Start-Up Events

Wed. Jan. 20	College Service Day
Thurs. 21	All College Adjunct Faculty Orientation

15-Week Terms: Regular and Online Regular/Hybrid: January 22 – May 17

Fri. Jan. 22	Classes begin for Regular and ONR/Hybrid
Thurs. Jan. 28	Last day to add* for Regular and ONR/Hybrid
Thurs. Feb. 4	Last day to drop** 15-Week Regular and ONR/Hybrid
Fri. Feb. 12	Classes in session - Administrative Offices Closed
Mon. Feb. 15	<i>Presidents' Day – No classes - College Closed</i>
Wed. Mar. 10	Eid al-Fitr – No classes – College Closed
Fri. Mar. 12	Midterm Exams/Advisement Period
Thurs. 18	
Mon. Mar. 22	Spring Break – No classes
Sun. 28	
Fri. Mar. 26	Easter Break – No classes
Sun. 28	
Thurs. Apr. 1	Last day to submit Midterm Advisory Grades
Fri. Apr. 16	Last day to complete official withdrawal (W) for 15-Week Regular and ONR/Hybrid
Fri. May 7	Last classes and/or final exams for 15-week Regular and ONR/Hybrid classes meeting on Friday, Saturday, or Sunday
Sun. 9	
Tues. May 11	Last classes and/or final exams for 15-Week Regular and ONR/Hybrid classes meeting Monday, Tuesday, Wednesday, or Thursday. Note: On May 14, Wednesday classes meet.
Mon. 17	
Thurs. May 20	Last day to submit final grades

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

***For a complete list of refund dates, please consult the Winter/Spring 2027 Student Refund Calendar.*

5-Week Culinary Cycles:

Jan 25 – Mar 1	Culinary Cycle I	Last day to add*: 1/29 Last day to drop**: 2/5 Last day to W: 2/12 Grades due: 3/4
Mar 2 – Apr 12	Culinary Cycle II	Last day to add*: 3/8 Last day to drop**: 3/15 Last day to W: 3/29 Grades due: 4/15
Apr 13 – May 17	Culinary Cycle III	Last day to add*: 4/19 Last day to drop**: 4/26 Last day to W: 5/3 Grades due: 5/20

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

Jan 22 - Mar 13	Online Session A	Last day to add*: 1/25 Last day to drop**: 1/29 Last day to W: 3/3 Grades due: 3/17
Jan 25 – Mar 17	On-Ground/Remote 1	Last day to add*: 1/27 Last day to drop**: 1/29 Last day to W: 3/8 Grades due: 3/29
Jan 25 – Mar 17	Culinary On-Ground 1	Last day to add*: 1/27 Last day to drop**: 1/29 Last day to W: 3/8 Grades due: 3/29
Jan 23 – Mar 19	Culinary Hybrid 1	Last day to add*: 2/1 Last day to drop**: 2/8 Last day to W: 3/4 Grades due: 3/31
Mar 18 - May 17	Culinary On-Ground 2	Last day to add*:3/30 Last day to drop**:4/1 Last day to W:4/27 Grades due: 5/20
Mar 20 – May 17	Culinary Hybrid 2	Last day to add*:3/31 Last day to drop**:4/5 Last day to W:4/29 Grades due: 5/20
Mar 29 – May 17	Online Session B	Last day to add*: 3/30 Last day to drop**: 4/5 Last day to W: 5/10 Grades due: 5/20
Mar 30 – May 14	On-Ground/Remote 2	Last day to add*: 4/1 Last day to drop**: 4/6 Last day to W: 5/10 Grades due: 5/19

Early College Dual Enrollment – Contact the Early College Program for dates specific to each high school partner.

Feb. 11 - June 25	Half Year	Last day to add*: 2/18 Last day to drop**: 2/26 Last day to W: 5/29 Grades due: 6/30
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12-Week Session (Quick Term)

Feb. 12 – May 17	“Q” Sections (12-wk) (Last Fri, Sat. & Sun. classes are 5/7-5/9 On 5/14, Wed. classes meet.)	Last day to add*: 2/22 Last day to drop**: 2/22 Last day to W: 4/16 Grades due: 5/20
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