



HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES BYLAWS

Adopted February 10, 2004

GENERAL

Name

The official name of the College shall be:

Hudson County Community College

This name, adopted by resolution of the Board of Trustees of Higher Education on October 16, 1981, authorizes change in licensure of Hudson County Community College Commission so that it may operate in accordance with N.J.S. 18A:64A-8 and be known as Hudson County Community College.

The name, Hudson County Community College Commission, adopted by the Board of Trustees on October 27, 1977 was approved under the provisions of Chapter 89 of the Laws of 1974 enacted by the legislature and signed on August 29, 1974 by Governor Byrne.

Purpose

The purpose of the College is to provide liberal arts and science courses and associate degree programs that will prepare students: to transfer to four-year colleges and universities; to enter immediate employment; or to update skills to enhance careers. The College provides support services to help students succeed and benefit from academic programs and services appropriate to the linguistic diversity of the community. Educational and support services are made available to businesses and industries to meet workforce needs and to promote the economy of the County.

Not-for-credit courses and programs are provided to meet the continuing education, professional and enrichment needs of students, residents, and businesses in the County. The College also engages in collaborative relationships to promote high quality and efficiency in all programs and services.

ORGANIZATION

Board of Trustees

There shall be a Board of Trustees, consisting of the County Superintendent of Schools and 10 persons, eight of whom shall be appointed by the appointing authority of the County with the advice and consent of the Board of Chosen Freeholders, and at least two of whom shall be appointed by the Governor, according to the criteria and for such initial terms as shall be established. The President of the College shall serve as an ex officio member of the Board of Trustees without vote. In addition, the student body shall be entitled to elect one representative from the graduating class to serve as a non-voting member on the Board of Trustees for a term of one year commencing at the next reorganization meeting of the Board of Trustees following graduation of his/her class.

Powers and Duties of the Board of Trustees

Trustees are the stewards of the College and as such are responsible for monitoring its performance relative to compliance with statutes, service to students and the community, and performance relative to comparable institutions. The Board of Trustees, subject to law and in consultation with the President, shall have the following powers:

- a. To adopt or change the name of the College;
- b. To adopt or use a corporate seal;
- c. To sue and be sued;
- d. To approve the educational curriculum and programs of the College;
- e. To appoint and fix the compensation and term of office of a President who shall be the Executive Officer of the College and an ex officio member of the Board of Trustees;
- f. To appoint, upon nomination by the President, members of the administrative and teaching staffs and fix their compensation and terms of employment;
- g. To appoint or employ, upon recommendation of the President, such other officers, agents and employees as may be required to carry out the provisions of N.J.S.A.18A:64A-1 et seq and to fix and determine their qualifications, duties, compensation, terms of office and all other conditions and terms of employment and retention;
- h. To fix and determine tuition rates and other fees to be paid by students;
- i. To grant diplomas, certificates or degrees;
- j. To enter into contracts and agreements with the State or any of its political subdivisions or with the United States, or with any public body, department or other agency of the State or the United States, or with any individual firm or corporation deemed necessary or advisable by the Board of Trustees;
- k. To accept from any government or governmental department, agency or other public or private body or from any other source, grants or contributions of money or property which the Board of Trustees may use for or in aid of the College's mission;
- l. To acquire (by gift, purchase, condemnation or otherwise), own, lease, use and operate property whether real, personal or mixed, or any interest therein, which is necessary or desirable for College purposes;

- m. To determine if any property owned by the County College is no longer necessary for College purposes and to sell the same at such price and in such terms and conditions as dictated by applicable rules and regulations;
- n. To exercise the right of eminent domain, pursuant to the provisions of Title 20 (20:1-1) Eminent Domain of the Revised Statutes, to acquire any property or interest therein;
- o. To make and promulgate such rules and regulations, not inconsistent with other applicable rules and regulations, that are necessary and proper for the administration and operation of a County College and to implement the provisions of Chapter 64A-57;
- p. To exercise all other powers which may be reasonably necessary or incidental to the establishment, maintenance and operation of a County College not inconsistent with law or with the rules and regulations of the State;
- q. To establish and maintain dedicated cash reserves in any given year for operating needs in the current fund and for plant needs in the unexpended plant fund, as determined by the President and principal financial officer and the Finance Committee of the Board of Trustees and as approved by the Board of Trustees;
- r. To provide and maintain suitable quarters for the College and to acquire and install necessary equipment;
- s. To provide for the care, custody, control, management, and improvement of the lands, grounds, buildings, facilities and equipment pertaining to the College;
- t. To approve and submit a budget for approval by the Board of School Estimate; and
- u. To make and establish, and from time to time to alter and amend, such rules and regulations not inconsistent with the law for the government of the College, as the Board of Trustees may deem advisable.

Officers of the Board of Trustees

The Officers shall be elected, to a two year term, at the annual meeting in November and shall take office at that meeting. The Officers shall hold office until their elected successors take office. A majority vote of the members of the Board of Trustees shall be necessary for the election. Vacancies in offices shall be filled by the Board of Trustees, until the next reorganization meeting, in the same manner, as the need arises.

Duties of Officers

Chair

The Chair shall preside at all meetings of the Board of Trustees and shall be entitled to vote at all meetings of the Board of Trustees.

The Chair, in consultation with the Board of Trustees, shall appoint all committees and shall designate the Chairs of such committees, unless otherwise determined by the Board of Trustees.

Vice Chair

The Vice Chair shall perform the duties of the Chair in the Chair’s absence and such other duties as the Chair may delegate from time to time.

Secretary/Treasurer

The Secretary/Treasurer shall be responsible for minutes of Board of Trustees’ meetings and shall submit them to each member of the Board of Trustees. The Secretary/Treasurer shall have charge, under the direction of the Board of Trustees, of all official records and papers of the Corporation and shall have authorization to affix the seal to all documents where its use is required. The Secretary/Treasurer shall not hold two secretariats pertaining to educational institutions of secondary or higher, or vocational, or technical education within the County.

Other Officers of the Board of Trustees

The Board of Trustees shall establish other Officers as deemed necessary from time to time.

Advisory Personnel

Counsel

The Board of Trustees shall have the option of retaining a practicing attorney-at-law of New Jersey.

Auditor

An auditor shall be employed to audit all College accounts after the close of the fiscal year on June 30th of each year.

Committees of the Board of Trustees

The Chair, in consultation with the Board of Trustees, shall appoint members to such standing committees as established by the Board of Trustees and special committees as deemed necessary by the Board of Trustees.

Standing Committees

The Standing Committees of the Board of Trustees shall be:

- Academic and Student Affairs Committee
- Facilities Committee
- Finance Committee
- Personnel Committee

All Standing Committee members shall be appointed for a period of two years, prior to the first regular meeting following the reorganization meeting. Vacancies shall be filled by the Board of Trustees, until the next reorganization meeting.

Academic and Student Affairs

The Academic and Student Affairs Committee shall be responsible for and shall make recommendations to the Board of Trustees regarding the following:

1. The Administration's recommendations for new courses and programs;
2. The Administration's recommendations for official academic policies;
3. The Administration's recommendations for official student policies; and
4. The disposition of student grievances which the Academic and Student Affairs Committee has chosen to hear on appeal as part of duly established procedures.

Facilities Committee

The Facilities Committee shall be responsible for and shall make recommendations to the Board of Trustees concerning the following:

1. The Administration's recommendations concerning real estate acquisitions;
2. The Administration's recommendations concerning campus development;
3. The Administration's recommendations concerning policies regarding the physical assets of the College;
4. The selection of architects, engineers and related supervisors as consistent with College policies and applicable laws and regulations.

Finance Committee

The Finance Committee shall be responsible for and shall make recommendations to the Board of Trustees regarding the following:

1. The Administration's recommendation for the annual operating and capital budgets and the interpretation of these budgets to the County members of the Board of School Estimate;
2. The selection of the external College auditor;
3. The Administration's policy recommendations concerning financial operations.

Furthermore, the Finance Committee shall be responsible for reviewing and making appropriate reports to the Board of Trustees concerning the following:

4. Variance reports;
5. The budgeting process; and
6. Application of purchasing policies and procedures.

Personnel Committee

The Personnel Committee shall be responsible for and shall make recommendations to the Board of Trustees regarding the following:

1. The Administration's recommendations for the employment of personnel;
2. The Administration's recommendations for salary guidelines and compensation schedules;
3. The Administration's recommendations for personnel policies; and
4. The disposition of grievances which the Personnel Committee has chosen to hear on appeal as part of established grievance processes.

OPERATIONS

Meetings

A schedule for all regular meetings shall be established at the November meeting by the Board of Trustees.

Special meetings shall be held at the call of the Chair, or at the written request of four members of the Board of Trustees, such request to be made to the Chair.

The Board of Trustees shall follow the guidelines as established by the Open Public Meetings Act.

Notice of Meetings

A notice of the date, time and place of every regular meeting and a tentative agenda shall be provided to every member of the Board of Trustees a minimum of 48 hours prior to a meeting of the Board of Trustees.

Whenever a special meeting is called, a notice stating the purpose, time and place of such meeting shall be provided to each member of the Board of Trustees at least 48 hours prior to the said meeting.

In case of emergency, the Chair may convene the Board of Trustees as quickly as deemed necessary.

Quorum

A majority of the voting members serving on the Board of Trustees shall constitute a quorum for the transaction of business. A smaller number may call the roll, record the names of the absentees and adjourn.

Presiding Officer

The Chair, or in his absence, the Vice Chair, shall preside at all meetings of the Board of Trustees. If neither the Chair nor the Vice Chair is present at the time appointed for any meeting of the Board of Trustees, the Board of Trustees members present shall elect a Chair pro tempore for that meeting, or until the arrival of the Chair or the Vice Chair.

The Presiding Officer decides all questions of order, subject to appeal to the members present.

Agenda and Order of Business

At all regular meetings, the business before the Board of Trustees shall be disposed of in the following manner. However, the Chair may change the order of business for any reason:

Call to Order
Roll Call
Pledge to the Flag
Comments from the Public
Approval of Minutes of Previous Meeting
Report of the Chair
Report of the President
Old Business
New Business
Adjournment

Parliamentary Procedure

The Board of Trustees shall be governed in its procedure by parliamentary rules and usage as set forth in the most current edition of Robert's Rules of Order.

Amendments to Bylaws

An amendment to the Bylaws may be adopted at any regular or special meeting of the Board of Trustees following the meeting at which it was proposed. A copy of the proposed amendment must be mailed to each member of the Board of Trustees at least ten calendar days before it is voted upon, together with a statement of the name of the introducer and of the meeting at which it is to be acted upon. No proposed amendment to the bylaws shall be adopted except upon the affirmative vote of the majority of the voting members of the Board of Trustees.