

**HUDSON COUNTY COMMUNITY COLLEGE**  
**Mary T. Norton Room**  
**70 Sip Avenue, 4<sup>th</sup>**  
**Jersey City, NJ**  
**5:00 P.M.**

**Regular Meeting--Board of Trustees**  
**April 16, 2019**  
**AGENDA**

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**  
Kevin Callahan  
Karen Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Pamela Gardner  
Alexandra Kehagias – Student Alumni Representative  
Roberta Kenny  
Joanne Kosakowski  
Bakari Lee, Vice Chair  
William Netchert, Chair  
Jeanette Peña  
Christopher Reber, President  
Adrienne Sires  
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             | Rhoda Alaribe      |
| 2. All College Council President's Report                        | Shannonine Caruana |
| 3. President's Report                                            | Dr. Reber          |
| a. Dr. Dan Julius, Outgoing NJCU Provost                         |                    |
| b. Joseph Caniglia and Students who Attended Model UN Conference |                    |
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Reber
- |                                    |  |
|------------------------------------|--|
| 1. Minutes of Previous Meetings    |  |
| 2. Gifts, Grants, and Contracts    |  |
| 3. Middle States Self Study Update |  |
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Reber
- VIII. PERSONNEL RECOMMENDATIONS** Dr. Reber
- IX. ACADEMIC AND STUDENT AFFAIRS** Dr. Reber
- X. NEW BUSINESS** Mr. Netchert
- XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**CALL TO ORDER**

**I. FLAG SALUTE**

**II. ROLL CALL AND RECOGNITION OF VISITORS**

**Trustees:**

Kevin Callahan	<u>PRESENT</u> (Via Conference Call)
Karen A. Fahrenholz	<u>PRESENT</u> (Via Conference Call)
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</u>
Pamela E. Gardner	<u>PRESENT</u>
Alexandra Kehagias, Student Alumni Representative, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Christopher Reber - President, ex officio	<u>PRESENT</u>
Adrienne Sires	<u>ABSENT</u>
Harold G. Stahl	<u>PRESENT</u>

*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, The Star Ledger, and filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the 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  
April 16, 2019**

**III. COMMENTS FROM THE PUBLIC**

***No Comments from the Public.***

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**IV. CLOSED SESSION**

***No Closed Session.***

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**V. REPORTS**

1. *Student Government Association President's Report*
2. *All College Council President's Report*
3. *President's Report*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETING**

2.

The Minutes of the Regular Meeting of March 12, 2019 are herewith officially 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 April 9, 2019.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT**

The College has received the following grant:

TITLE: Carl D. Perkins Grant for Career and Technical Education (CTE)

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'19 allocation to be utilized for direct instructional support for HCCC CTE programs.

COLLEGE ADMINISTRATOR: Dayneesa McMillan

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$824,815

**3. MIDDLE STATES SELF-STUDY UPDATE**

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations 1-3.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Kevin Callahan

**DATE:** April 16, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenheitz, Karen	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley 4-16-19  
Signature of Recorder Date

**ATTACHMENT A  
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE  
Board of Trustees Meeting  
Mary T. Norton Room  
70 Sip Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ  
5:00 P.M.**

**REGULAR MEETING --- BOARD OF TRUSTEES  
March 12, 2019**

**MINUTES**

**PRESENT:** *Kevin Callahan; Karen Fahrenholz; Pamela Gardner; Alexandra Kehagias, Student Alumni Representative (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Lee; William Netchert; Christopher Reber (ex officio); and Adrienne Sires.*

**ABSENT:** *James Fife, Trustee Emeritus (ex officio); Alexandra Kehagias, Student Alumni Representative (ex officio); Jeanette Peña; and Harold Stahl.*

*Counsel to the Board: Sean Dias, Esq. for Scarinci & Hollenbeck.*

*HCCC Staff and Visitors present: June Barriere, Nicholas Chiaravalloti, Patricia Clay, Patrick DelPiano, Heather DeVries, Lisa Dougherty, Eric Friedman, Anna Krupitskiy, Clive Li, Lori Margolin, John Marlin, Kenneth Melewski, Patrick Moore, John Quigley, Ismael Randazzo, Qamar Raza, Warren Rigby, Denise Rossilli, Mojdeh Tabatabaie, Christopher Wahl, Lilisa Williams, Marcella Williams, Burl Yearwood, and Veronica Zeichner.*

**I. CALL TO ORDER - FLAG SALUTE 5:00 PM**

**II. ROLL CALL**

*The regular meeting was called to order by Chair William Netchert at 5:00 p.m.*

**III. COMMENTS FROM THE PUBLIC - None**

**IV. CLOSED SESSION - None**

**V. REPORTS**

*Chairman Netchert welcomed New Jersey Council of County Colleges President Dr. Aaron Fichtner and Board Chair Dr. Phil Linfante.*

*Retired STEM Professor Mojdeh Tabatabaie thanked the Board of Trustees, College Administration, and Executive Vice President and Provost Eric Friedman, in particular, for recognizing hard work, honesty, loyalty, and going above and beyond the call of duty. These actions taken by the Administration will certainly raise the morale and strengthen the dedication of faculty and staff to this institution.*

**1. Student Government Association Vice President for the North Hudson Campus Warren Rigby gave the following report.**

*As a result of the Student Government Association's collaboration with the Food Pantry Screening Committee, we are happy to announce that on March 28 the Food Pantry will officially open on the Journal Square campus and on April 4 at the North Hudson campus.*

*We want to express our gratitude for the overall project of the new student center and we are excited to see construction of the new space for students to enjoy.*

*SGA is sponsoring a Fitness Awareness event in partnership with the Veterans Club. Various additional partnerships with military recruiters, and the new Exercise Science fitness program will help spread an overall awareness of fitness and its importance.*

*SGA is holding a Town Hall for students on April 4, 2019.*

*Earlier this month, for the 5<sup>th</sup> year, we hosted the regional conference for the American Student Government Association (ASGA). It allowed us to connect with other SGA members from across the country and to address how to better serve the student body.*

## **2. All College Council President's Report**

*All College Council President Denise Rossilli reported on the following initiatives.*

- *The ACC Technology Committee is initiating a program for integrating technology in the classroom. There are many different brands of technology being used in the classroom and the Committee is exploring one universal system to better serve us.*
- *The Space and Facilities Committee is reviewing furniture options in classrooms that can best accommodate different teaching techniques in order to better engage students.*
- *The College Life Subcommittee on Diversity, Equity, and Inclusion has received responses from over 50 staff and students who have volunteered to serve. The Chair, EOF Director Jose Lowe, is creating a timeline to move the project forward. He will also form a committee that will develop a survey of the College community to assess the needs and views of staff on campus with respect to diversity, equity and inclusion. At the request of Trustee Bakari Lee, the survey will also be sent to Trustees.*
- *The ACC Steering Committee members serve two-year terms. Terms of present Steering Committee Vice Chair Shannonine Caruana and Secretary Tony Acevedo are ending in May 2019. The ACC is conducting elections for new Steering Committee members and nominations have been received for all positions. When the new Steering Committee is elected, Denise Rossilli will introduce members to the Board.*

## **3. President's Report**

*Good evening, Trustees and colleagues.*

*Thanks so much, Warren and Denise.*

*I'm happy to begin with wonderful news about student accomplishments.*

*Since our last Board of Trustees meeting, the Phi Theta Kappa International Honor Society named HCCC's PTK Chapter a 2019 REACH Chapter in recognition of the superior membership development program here. The Society is sending 16 Phi Theta Kappa graduation stoles that will be worn by Chapter officers and members at our May 30<sup>th</sup> Commencement.*

*Further, we congratulate HCCC Phi Theta Kappa member Sarra Hayoune, who has been selected as a 2019 Coca-Cola Academic Team Silver Scholar and is the recipient of a \$1,250 scholarship; and Phi Theta Kappa President Abderahim Salim, who has received multiple scholarships.*

*Abderahim has been selected as a member of the 2019 All-USA Academic Team, and as the New Century Pathway Scholar for New Jersey, resulting in scholarships of \$7,250. He has also been selected as one of only 10 students to receive Phi Theta Kappa's 2019 Hites Transfer Scholarship, the Society's most prestigious and largest scholarship, providing an additional \$7,500 in scholarship funding. Abderahim will be recognized at the American Association of Community Colleges annual convention on April 15<sup>th</sup>, and I will have the honor of joining him for this national recognition.*

*I might note that Abderahim and Sarra are married. Immediately following our May 30<sup>th</sup> Commencement, they will both participate in summer research programs and transfer to either Columbia University, Princeton University or Yale University in the fall. Abderahim will major in computer science and Sarra will pursue an astrophysics major.*

*Sarra will be doing her summer research at Princeton University. And Abderahim was accepted for a research program funded by the Department of Defense and the National Science Foundation, in which he will continue his exceptional drone research.*

*I look forward to joining Abderahim and Sarra at the upcoming Phi Theta Kappa national conference in Orlando, Florida, where we will also join President Emeritus Glen Gabert, the recipient of Phi Theta Kappa's Michael Bennett Lifetime Achievement Award. As you have heard me say often, HCCC's Phi Theta Kappa Chapter is the finest and most accomplished student organization I have known and worked with in my career. I am honored to celebrate the students' success and salute the extraordinary leadership of Chapter Advisor Ted Lai.*

*Congratulations, Sarra, Abderahim and Ted! You make us all proud!*

*Abderahim Salim thanked President Reber and the Trustees and offered the following comments.*

*When I started college I thought my journey would be a regular journey; however, I had in my mind a dream that I would go on and transfer to a prestigious institution. I am currently a proud product of this community college. I am truly proud of the staff, students, and faculty. They were all truly amazing and inspiring for my journey.*

*A special thanks to our Chapter Advisor Professor Ted Lai. Please give him a round of applause. He has called me at 3:00 a.m. asking if I have submitted my scholarship application. He has submitted over 20 applications on my behalf.*

*Another thank you goes also to Dr. Clive Li, who is here today. He has also been helping me tremendously throughout my college transfer and my summer research applications. We are working on a project right now and hopefully we will present it during the New Jersey STEM Month.*

*I am thankful for everyone, so if I didn't mention your name, please accept my sincere thanks.*

*My message for students is to please believe in your dreams. No matter how small or big. If you have the right place and a love for learning and achieving, you will get there.*

*My special thanks to my wife, who has been tremendously supportive. Our true motivation is our baby son. We want to be a role model for him. Thank you so much.*

*Dr. Reber resumed his comments.*

*There is no better segway into our upcoming Middle States decennial reaccreditation visit than celebrating the success of these students. As we are all aware, their success parallels the life-changing success and accomplishments of our larger, inspirational student body. The collective success of our students, the cornerstone of our mission, is evident throughout our Middle States Self Study.*

*With regard to our upcoming Middle States Team Visit, Provost Eric Friedman and I have appreciated the opportunity to discuss the visit and themes of the Self Study with our trustees during recent Board Committee meetings, and with members of the College community during a series of campus-wide meetings that will continue throughout March.*

*A reminder that all of our Trustees are invited to attend the Middle States kickoff dinner beginning at 6:00 p.m. on Sunday, March 31<sup>st</sup> in the Culinary Conference Center; and the scheduled Team meeting with the Board on Tuesday, April 2<sup>nd</sup> at 9:00 a.m. here in the Board Room.*

*I am very pleased this evening to introduce two new HCCC colleagues, both of whom you have heard me speak about in recent meetings and communication. We are delighted to welcome our new Vice President for Human Resources, Anna Krupitskiy, and Associate Dean for STEM, Dr. Burl Yearwood.*

*Welcome, Burl and Anna!*

*As I noted in last week's Green Memo, members of our Finance Committee recently reviewed the Fiscal Year 2018 Audit report with Mauricio Canto, Partner at Donohue, Girona, Doria & Tomkins Certified Public Accountants, and you received a copy of the audit in today's meeting materials. The report offers no deficiencies, material weaknesses or other findings, and Mr. Canto commended the College for its sound financial processes and positive metrics, including a \$2.8 million increase in the College's total net position.*

*I join Mr. Canto in commending Vice President Veronica Zeichner and her team for their continuing strong leadership, and I thank the members of the Board of Trustees for your enduring leadership and stewardship of the College's financial resources.*

*We are all very pleased that New Jersey Governor Phil Murphy has included \$58.5 million in his proposed 2019-20 budget for the Community College Opportunity Grant, an increase of \$33.5 million over the funding provided this spring for new and continuing students at HCCC and 12 other CCOG pilot colleges. In the coming weeks I will be meeting with all members of our state legislative delegation to advocate continued and expanded funding of the CCOG, and I will be inviting a student who is benefitting from the program to join me. We are working closely with the New Jersey Council of County Colleges to support the Council's advocacy of this funding statewide.*

*It has been a pleasure meeting and working with all of my colleagues at the Council and across the state. With us this evening are Council President Aaron Fichtner, and Board Chair Phil Linfante, who are providing stellar leadership for our community college sector. They will speak with us about CCOG and the vision and goals of the Council, including our recently developed Vision 2028 plan that outlines the Council's strategic vision and direction.*

*Please join me in welcoming Chairperson Linfante and President Fichtner.*

*New Jersey Council of County Colleges Board Chair Dr. Phil Linfante offered the following comments.*

*Aaron Fichtner and I are going to attend all 19 community colleges' Board of Trustee Meetings. We have attended five or six so far. The road to success for millions of college students over the last 50 years has started at New Jersey community colleges. 350,000 students are enrolled each year in our 19 community colleges. We confer 24,000 degrees every year. 45 – 50% of all students who earn a Bachelors degree have community college credits on their transcripts. That's a major impact.*

*We are 19 extraordinary community colleges. Our influence is greater when we act together. There are many issues on the state level. We can use that influence to increase funding, the number of grants that we receive, and early involvement in policymaking to make the 19 of us stronger. We need you, trustees, all 200 of us that represent the 19 community colleges. We ask that you expand your relationship with the elected officials so that when we need them we can count on you to call on them.*

*We need you to continue your participation on the New Jersey Council of County Colleges. You've had the best representative that you could in Trustee Lee over the years, not only on the state level but the national level as well. But, we need someone else to be a part of the Council. The Council meets four times a year: March, June, September, and November. We meet at Middlesex County College, which is about equal distance from all the community colleges.*

*Whenever you are in the public, please give the community college a boost by talking about how great we are. You are going to receive a sample resolution entitled, "April is Community College Month." We ask that you add your college information and send it to your Freeholders and local municipalities, so that they will read a resolution in April making it Hudson County Community College Month. Can you imagine if*

*across the state the Governor, Assembly, the Senate, 500 municipalities and 19 of 21 freeholder boards all are talking about community colleges and passing a resolution? It all starts right here at the 19 community colleges.*

*It is now my pleasure to introduce Aaron Fichtner.*

*Dr. Aaron Fichtner offered the following comments.*

*Thank you Phil. It is wonderful to be here. Thank you for giving us time on your very busy agenda. The Council exists to help strengthen and support the 19 community colleges. Clearly the role that we play in the Council in being a strong voice and advocate to the Governor, the Administration, the Legislature, and at the federal level is critically important because a lot of our work revolves around that.*

*We also know that when we find the right way for the 19 community colleges to work together to support each other, we can be stronger as a network of community colleges and so we launched our Vision 2028 effort about nine months ago to really talk on a state-wide level about what the future of community colleges will look like. Ten years from now, we want to make sure that our community colleges are here to continue to provide the innovative education, and the important educational opportunities to help people move into family-supporting careers.*

*Over the last nine months we've had conversations with well over 600 community college leaders and stakeholders. We held a one-day conference at Middlesex County College. The four-page document you have in front of you is our initial outline of that report, which will come out at the end of April and outline the goals and innovative vision for community colleges. A lot of this is focused on how we work together to make sure that more New Jersey residents have access to a postsecondary education, a credential or a degree that will give them the path to a family-supporting life and career.*

*As you may know, in New Jersey we are a very well educated state, yet 47% of all adults in New Jersey do not have any education after high school and we believe strongly that we need to increase the number of adults and high school graduates who have some postsecondary credential or degree that could help get them on a pathway to a good career and a good life. The plan that we are putting together is really a framework that outlines a vision for how we might achieve that, how we might work together to increase the number of New Jerseyans with a postsecondary degree from the current 53% to 65% by the year 2025.*

*How can we increase access to a postsecondary education for New Jerseyans? That certainly starts with continuing to strengthen the partnerships we have with high schools but also thinking creatively about how we forge partnerships to get more adults back to college so they can earn that credential or degree.*

*This is a framework to guide the work of the Council and work of colleges going forward.*

*The first area of focus:*

*"How do we remove financial barriers?" Certainly the Community College Opportunity Grant Program (CCOG) that President Reber talked about is a critical part of a larger strategy to reduce the financial burdens that students face when they come to college.*

*The second area of focus:*

*The success of students. Obviously there is a lot of exciting work happening on this college campus, but also at all of our colleges, around student success, around career advising, around types of supports that our students need to be successful. You heard earlier about the food pantry and the work there. We are working to expand partnerships in our Department of Human Services at the state level to make sure that students have the wrap around services and support they need.*

*The third area of focus:*

*Ensuring access to valuable and relevant learning. The need to balance the role that the community colleges play in helping people prepare to be citizens and active participants in a very complex world, and also to have the skills they need for a good career through apprenticeships, stackable credentials, online learning, and other approaches.*

*All of those are critically important for the future of community colleges.*

*And finally, the fourth theme is the role that this college plays and all of our 19 colleges play in being community engines, anchors, institutions that serve a cultural community focus in a world where there are more and more divisions. Community colleges are the life blood of their counties. All of these ideas are coming together in a report that we will release in late April and then we hope to work with all of you here and all of the leaders of the colleges to make sure that we are finding the right way to work together to achieve this exciting vision. As Phil said, the important role that community colleges play continues strong as ever, and will be even stronger as we move into a rapidly changing world of challenges and opportunities.*

*Thank you all for your involvement in the Council. We look forward to more involvement from all of you. Thank you to the senior leadership here at the College that have been very active in Council activities. There is a lot of important work that we can do together.*

*We firmly believe that if we find the right areas of collaboration and cooperation, we can be stronger as a network of 19 vibrant and independent community colleges. Thank you for the time on your very busy agenda. We look forward to working with you all in the months and years ahead.*

*Dr. Reber resumed his comments.*

*Aaron and Phil, thanks so much for your leadership, advocacy and support.*

*Trustees, this concludes my report.*

## **VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular Meeting of February 19, 2019

2. Gifts, Grants, and Contracts Report

The College has made the following grant & contract proposals:

**TITLE: The Workforce Leadership Academy Grant**

**AGENCY:** The Aspen Institute, through a grant from JP Morgan Chase will award \$30,000; \$12,000 through nominal co-payments for Academy Fellows (\$500 per fellow donated by the fellows employer organization); and HCCC Foundation raised \$70,000 (\$35,000 from Lefrak and \$35,000 from Hudson County Workforce Development Program).

**PURPOSE OF GRANT:** To strengthen the capacity of participants to develop and sustain effective workforce strategies, collaborate more deeply with employers and other strategic partner organizations, and expand the number and quality of leaders who can create workforce development approaches that will advance opportunities for low-wage workers and job seekers while also meeting the talent development needs for long-term industry competitiveness.

**COLLEGE ADMINISTRATOR:** Lori Margolin, Dean of Continuing Education/Workforce Development, Continuing Education

**COLLEGE CONTRIBUTION:** 0

**AWARD AMOUNT:** \$112,000

**Status:** Pending

3. Middle States Update

A copy of the Middle States Self-Study Report; Site Visit Meeting Schedule; and Middle States Evaluation Visit Roster was distributed to the Board.

Introduced by: Bakari Lee

Seconded by: Adrienne Sires

8 Ayes.....0 Nays

Resolution Adopted

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**

1. Resolution Authorizing the Purchase of Twelve Desks for the Bloomberg Room for the Culinary Arts Building;
2. Resolution Authorizing the Carpet Replacement in the Conference Center on the 1<sup>st</sup> Floor of the Culinary Arts Building;
3. Resolution Authorizing the Student Exercise Science Affiliation Agreement Between the Newport Swim and Fitness Agency and HCCC;
4. Resolution Authorizing the Amendment for the August 14, 2018 Resolution # 14, New Dell Computers for the Criminal Justice Department and Business Labs (Journal Square); and
5. Resolution Authorizing the Approval of the 2018 Audit.

Introduced by: Bakari Lee

Seconded by: Joanne Kosakowski

8 Ayes.....0 Nays

Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS**

**1. TEMPORARY FULL-TIME ASSIGNMENTS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Wajia Zahur	Interim Assistant Director Admissions	3/13/2019	\$50,000 (pro-rated)

**2. MODIFICATIONS OF STAFFING TABLE FOR FY 2019 EFFECTIVE March 12, 2019**

**SECTION ONE:**

**ADD TITLES**

Senior Lab Technician  
 Continuing Education and Workforce Development Coordinator

**SECTION TWO:**

**DELETE TITLES**

Coordinator, Continuing Education

**SECTION THREE:**

**CHANGE TITLE WITH INCUMBENTS**

**NAME**

**TITLE CHANGES**

Djadjj Sylla-Samassa	FROM: Secretary TO: Continuing Education and Workforce Development Coordinator
Yvon Groeneveldt	FROM: Lab Technician TO: Senior Lab Technician

**SECTION FOUR:**

**SALARIES IMPACTED BY STAFF TITLE CHANGES**

**Administrative Employee**

Djadjj Sylla-Samassa	Continuing Education and Workforce Development Coordinator Salary: From: \$32,472 To: \$40,000
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**Support Staff Employee**

Yvon Groeneveldt	Senior Lab Technician Salary: From: \$34,693 To: \$39,000
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**X. NEW BUSINESS**

1. *Resolution Authorizing Approval of Engineering Services for Repair of Roof at North Hudson Campus*

*Introduced by: Bakari Lee*

*Seconded by: William Netchert*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**XI. ADJOURNMENT 5:45 P.M.**

*Introduced by: Bakari Lee*

*Seconded by: Adrienne Sires*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**

**1. Resolution Authorizing Approval to Develop Property in the Journal Square Area for Permanent Use by HCCC**

**WHEREAS**, Hudson County Community College ("College") has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and,

**WHEREAS**, the State of New Jersey, beginning with FY 2020 cycle, will make available to the College via the Chapter 12 Program up to One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000) for capital projects, plus additional funds in the amount up to One Million Seven Hundred Fifty Thousand Dollars (\$1,750,000) to be covered by County or County Backed Bonds as per Chapter 12 requirements; and,

**WHEREAS**, the Capital Projects Advisory Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to use the above-described funds, which total up to Three Million Five Hundred Thousand Dollars (\$3,500,000), to further implement the College's Facilities Master Plan in Journal Square and all costs related thereto; and,

**WHEREAS**, the Board of Trustees is committed to supporting the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Capital Projects Advisory Committee, Administration, and the Finance Committee of the Board of Trustees have approved this request for funding;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College ("Trustees") approves up to Three Million Five Hundred Thousand Dollars (\$3,500,000) to implement the College's Master Plan in Journal Square;

**BE IT FURTHER RESOLVED** that Trustees request the Hudson County Board of School Estimate to request the Hudson County Board of Chosen Freeholders to make such certifications and enter into such agreements with the State of New Jersey for Chapter 12 Funds, as are required by the College to avail itself of the funds noted above for the undertaking of Capital Projects, including but not limited to: HCCC Academic Tower, HCCC Sidewalk Replacement, 70 Sip Avenue, 81 Sip Avenue, 168 Sip Avenue, 161 Newkirk Street, Enos Place and North Hudson Projects, all as listed in the HCCC Master Plan, and any other projects that may be included therein and also including all work and equipment necessary and incidental to the projects in the Journal Square area of Jersey City, New Jersey, for the purpose of further implementing the College's Facilities Master Plan and all costs related thereto;

**BE IT FURTHER RESOLVED** that the Trustees ask the County Board of School Estimate to endorse, and the County Board of Chosen Freeholders to provide, such additional funding as may be required to meet the total cost of the project described herein.

**2. Resolution Authorizing the Purchase of Ground Maintenance Services for the Journal Square Campus**

**WHEREAS**, Hudson County Community College ("College") needs to purchase ground maintenance services for the Journal Square Campus; and,

**WHEREAS**, Hufnagel Design and Construction Group of North Bergen, New Jersey submitted a proposal in the amount of \$34,000 for the installation and maintenance of planters and plants for the Jersey City campus; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.3, the service is exempt from public bidding as the cost for the service is below the College's bid threshold; and,

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards a contract for ground maintenance services for the Journal Square campus to Hufnagel Design and Construction Group of North Bergen, New Jersey as described herein at a cost not to exceed \$34,000;

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

**3. Resolution Authorizing the Purchase of Kitchen Equipment Cleaning Services for the Culinary Arts Building**

**WHEREAS**, Hudson County Community College ("College") needs to purchase Kitchen Equipment Cleaning Services (hoods and grease traps) for the Culinary Arts Building; and,

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

**WHEREAS**, the College received the following two (2) proposal for the Kitchen Equipment Cleaning:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Commercial Kitchens	Wayne, NJ	\$19,357
Accurate Waste	Lake Hopatcong, NJ	\$22,500

**WHEREAS**, Commercial Kitchen Cleaning Inc. of Wayne, New Jersey has submitted the lowest proposal in the amount not to exceed \$19,357 for the Kitchen Equipment Cleaning Services for the Culinary Arts Building; and,

**WHEREAS**, the term of this agreement is through the end of Fiscal Year 2019; 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 purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards a contract to Kitchen Cleaning, Inc. of Wayne, New Jersey, for the purchase of Kitchen Equipment Cleaning Services for the Culinary Arts Building as described herein at a cost not to exceed \$19,357;

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

**4. Resolution to Approve the Budget to Replace Roof of the North Hudson Campus Building**

*WHEREAS*, Hudson County Community College (“College”) has identified the need to replace the roof of the North Hudson Campus Building; and,

*WHEREAS*, the College has a projected construction budget for replacement of the roof not to exceed \$569,457; and,

*WHEREAS*, the anticipated fiscal year is 2020; and,

*WHEREAS*, the costs of the Project will be funded from Chapter 12 Funds; and,

*WHEREAS*, the Administration, Finance Committee, and Capital Projects Advisory Committee recommend the acceptance and adoption of the Budget for the Roof Replacement Project to the Board of Trustees at its April 9, 2019 meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College approves the construction budget for the roof replacement in an amount not to exceed \$569,457;

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

**5. Resolution Authorizing the Award of a Contract to Grainger for Facilities Department Supplies and Equipment**

*WHEREAS*, Hudson County Community College (“College”) needs to purchase Maintenance, Repairs, and Operations supplies and equipment; 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*, Grainger of Cranford, New Jersey, (NJ State Contract Number 79875) submitted a proposal to provide the necessary equipment and supplies at a cost not to exceed \$60,000; and,

*WHEREAS*, the anticipated term is through the end of fiscal year 2019; and,

*WHEREAS*, the cost of these supplies 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 hereby awards a contract to Grainger of Cranford, New Jersey for equipment and supplies for the facilities department as described herein at a cost not to exceed \$60,000;

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

**6. Resolution Authorizing the Purchase of Concrete Sidewalk Repair for 70 Sip Avenue and 119 Newkirk Street for Compliance with the Americans with Disabilities Act (ADA)**

*WHEREAS*, Hudson County Community College (“College”) needs to repair the concrete sidewalks at 70 Sip Avenue and 119 Newkirk Street to make them compliant with the Americans with Disabilities Act (“ADA”); and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.3, the service is exempt from public bidding as the cost for the service is below the College's bid threshold; and,

**WHEREAS**, the College received the following three (3) proposals for the Concrete Sidewalk Repair:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Imperial Companies, LLC	Caldwell, NJ	\$31,592
S. Batata Construction Inc.	Parlin, NJ	\$32,000
C.F & Sons	Kearny, NJ	\$34,700

**WHEREAS**, Imperial Companies, LLC of Caldwell, New Jersey submitted the lowest proposal in the amount of \$31,592 for concrete sidewalk repair for 70 Sip Avenue and 119 Newkirk Street; and,

**WHEREAS**, the cost of the services will be funded from Chapter 12 Funds; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards the purchase for Concrete Sidewalk Repair for 70 Sip Avenue and 119 Newkirk Street locations to Imperial Companies, LLC of West Caldwell, New Jersey as described herein at a cost not to exceed \$31,592;

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

**7. Resolution Approving Payments for Emergency HVAC Services**

**WHEREAS**, during the winter, Hudson County Community College ("College") required HVAC services on an emergency basis to ensure adequate heat to several buildings and to protect the health and welfare of the occupants of the buildings; and,

**WHEREAS**, the College hired its existing HVAC contractor, Automated Building Controls, to perform the emergency work for the cost of \$34,975; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.6, emergency contracts may be awarded by a county college when the College requires the immediate delivery of services for an emergency affecting the health, safety or welfare of occupants of college property; and,

**WHEREAS**, the Administration, Finance Committee and Capital Projects Advisory Committee recommend the payment for these services;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes payment of \$34,975 to Automated Building Controls in connection with the emergency work;

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

**8. Resolution Approving Emergency Contract for Climate Control and HVAC Services**

**WHEREAS**, Hudson County Community College ("College") is currently in the process of preparing bid specifications and going out to bid for climate control and HVAC services; and,

**WHEREAS**, it is anticipated that the bidding and award of contract for the climate control and HVAC vendor will not be in place until July 1, 2019; and,

**WHEREAS**, it is vital to the functioning of the College, as well as the health, safety, and welfare of the occupants of all of the College's buildings, that the College has an HVAC vendor on call in the event of an emergency; and,

**WHEREAS**, N.J.S.A. 18A:64A-25.6 permits the College to award contracts without public bidding when the college requires the immediate delivery of services for an emergency affecting the health, safety or welfare of occupants of college property; and,

**WHEREAS**, the College proposes to extend the contract of its current HVAC vendor, Automated Building Controls, through June 30, 2019, solely to provide services in connection with emergency situations; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards a contract to Automated Building Controls for emergency climate control and HVAC work through June 30, 2019;

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

**9. Resolution Authorizing the Purchase of Cell Phone Tower Antenna Systems for 71 and 81 Sip Avenue**

**WHEREAS**, Hudson County Community College ("College") needs to purchase cell phone tower antenna systems for 71 and 81 Sip Avenue; 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**, Millennium Communications Group Inc. of East Hanover, New Jersey, NJ State Contract #:88740, has quoted a price for cell phone tower antenna systems for 71 and 81 Sip Avenue buildings in an amount not to exceed \$34,229; and,

**WHEREAS**, the cost of the cell phone tower antenna systems will be funded from Chapter 12 Funds; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards a contract for the purchase of the cell phone tower antenna systems for 71 and 81 Sip Avenue from Millennium Communications Group Inc. of East Hanover, New Jersey as described herein at a cost not to exceed \$34,229;

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

**10. Resolution Authorizing the Purchase of Furniture for the 81 Sip Avenue Student Center Project**

**WHEREAS**, Hudson County Community College ("College") needs to purchase furniture for the 81 Sip Avenue Student Center Renovation Project; 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**, Commercial Furniture Interiors, of Mountainside, New Jersey, NJ State Contract #: 81711, has quoted a price in an amount not to exceed \$400,000 for furniture for the Student Center Renovation Project; and,

**WHEREAS**, the cost of the furniture will be funded from Chapter 12 Funds; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards a contract to purchase furniture for the Student Center Renovation Project to Commercial Furniture Interiors, of Mountainside, New Jersey as described herein at a cost not to exceed \$400,000;

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

**11. Resolution Authorizing the Purchase of 75 Chairs and Bar Stools for STEM Building Café**

**WHEREAS**, Hudson County Community College ("College") needs to purchase 75 chairs and bar stools for the STEM Building Café; 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**, ERG International of Oxnard, California, NJ State Contract #: 81618, has quoted a price for the chairs and bar stools for the STEM Building Café in an amount not to exceed \$25,765; and,

**WHEREAS**, the cost of the 75 chairs and bar stools will be funded from Chapter 12 Funds; and,

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

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby awards a contract for the purchase of 75 chairs and bar stools for the STEM Building Café to ERG International of Oxnard, California as described herein at a cost not to exceed \$25,765;

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

**12. Resolution Authorizing the Award of Tsigonia Paint Sales for Maintenance Department**

**WHEREAS**, Hudson County Community College ("College") needs to purchase construction/maintenance supplies; and,

**WHEREAS**, Tsigonia Paint Sales of Jersey City, New Jersey, provided a quotation to the College to provide the paint supplies at a cost not to exceed \$34,000; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A:25-3, this purchase is exempt from public bidding because it is below the College's bid threshold; 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 purchase;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College awards a contract to Tsigonia Paint Sales of Jersey City, New Jersey for construction/maintenance supplies at a cost not to exceed \$34,000;

**BE IT FURTHER RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the Administration to take all steps necessary to effectuate the terms of this resolution.

**13. Resolution Awarding a Contract for Website Redesign Front End Development Services**

**WHEREAS**, Hudson County Community College (“College”) needs to redesign the Website; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (a) (1) and/or (a) (2), the College may procure such services, without public advertisement, since such services constitute a professional service and/or an extraordinary, unspecifiable service; and,

**WHEREAS**, the College solicited proposals through a Request for Proposal (RFP) from multiple vendors to provide the website development services; and,

**WHEREAS**, iFactory (the RDW Group) of Boston, MA submitted a proposal in response to the RFP with a cost not to exceed \$150,000, which proposal was determined to be in the best interest of the College, price and other factors considered; and,

**WHEREAS**, the cost of the 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 hereby awards a contract for Website Redesign Front End Development Services to IFactory as described herein at a cost not to exceed \$150,000;

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

**14. Resolution Awarding a Contract for Website Redesign Content Management System (CMS)**

**WHEREAS**, Hudson County Community College (“College”) needs a Content Management System for the redesigned Website; and,

**WHEREAS**, pursuant to N.J.S.A. 18A:64A-25.5 (9), the College may procure such services without public advertisement, since such services constitute an extraordinary, unspecifiable service; and,

**WHEREAS**, the College solicited proposals through a Request for Proposal (RFP) from multiple vendors to provide the website development services; and,

**WHEREAS**, Omniupdates Inc. of Omarillo, California, submitted a proposal in response to the RFP with a cost not to exceed \$90,000 to provide the necessary services, which proposal was determined to be in the best interest of the College, price and other factors considered; and,

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

**WHEREAS**, the term of the agreement is from April 1, 2019, through March 30, 2021; 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 hereby awards a contract for the Content Management System to Omnidata Inc. as described herein at a cost not to exceed \$90,000;

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

**15. Resolution Authorizing Workforce Leadership Academy Collaboration Agreement Between The Aspen Institute and HCCC**

**WHEREAS**, Hudson County Community College ("College") desires to develop a Workforce Leadership Academy; and,

**WHEREAS**, the Workshop Leadership Academy requires a collaborative agreement stipulating the roles, responsibilities, physical requirements, and other terms of the agreement covering students and faculty; and,

**WHEREAS**, the College desires to enter into a Workforce Leadership Academy Collaboration agreement with The Aspen Institute, 2300 North Street, NW, Suite 700, Washington D.C., a recognized leader in the workforce development field; and,

**WHEREAS**, the term of the agreement expires on February 28, 2020; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes the College to enter into a collaboration with The Aspen Institute to provide a Workforce Leadership Academy in New Jersey;

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

**16. Resolution Authorizing Amendment to the August 14, 2018 Resolution #6, Temporary Staffing for Human Resources Department**

**WHEREAS**, on August 14, 2018, Hudson County Community College ("College") awarded a contract to Office Team to provide temporary staffing services for Benefits Administration in the Human Resources Department at a cost not to exceed \$70,000; and,

**WHEREAS**, the Human Resources Department has advised that it requires an additional \$23,000 to cover the cost of the contracted services through the Fiscal Year 2019; and,

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

**WHEREAS**, the Administration and Finance Committee recommend that the additional funds be allocated;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College authorizes an increase of \$23,000 to the Office Team contract so that the new total cost of the contract shall not exceed \$93,000;

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

**17. Resolution Authorizing Memorandum of Understanding with Year Up Inc., a Professional Skills Training Program**

**WHEREAS**, Hudson County Community College (“College”) desires to develop a Professional Skills Training Corps Program with Year Up Inc.; and,

**WHEREAS**, Year Up Inc. of Boston MA, has agreed to partner with the College to develop a Professional Skills Training Program; and,

**WHEREAS**, Year Up will provide students with proven professional skills training, access to Corporate Partners for internship opportunities and wrap-around support; and,

**WHEREAS**, the term of the agreement is for up to 3 years; and,

**WHEREAS**, the students shall be required to abide by all policies, rules, regulations, and directives of the College; and,

**WHEREAS**, the Administration and Finance Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the Memorandum of Understanding with Year Up Inc., to provide a Professional Skills Training Program subject to the approval and execution of a more formal Memorandum of Agreement as the details of the program are developed;

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

**18. Resolution Awarding a Contract for Hardware and Hardware Support Required for Virtual Desktop Infrastructure Classrooms**

**WHEREAS**, Hudson County Community College (“College”) desires to purchase the necessary hardware and support to create a virtual desktop classroom infrastructure (“VDI”) to better the student experience at the College; and,

**WHEREAS**, this service is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (19); and,

**WHEREAS**, Aspire, from Eatontown, New Jersey, submitted a proposal to provide the necessary hardware and hardware support for the VDI for up to 250 users at the cost of \$259,382; and,

**WHEREAS**, except for the use of the VDI in the library, no additional computers will need to be purchased by the College to support the VDI; and,

**WHEREAS**, the funds for this purchase will come 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 awards a contract to Aspire to provide hardware, hardware support, set up and implementation of the VDI as set forth above at a cost not to exceed \$259,382;

**BE IT FURTHER RESOLVED** that the College Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

**19. Resolution Awarding a Contract for Software and Maintenance Required for Virtual Desktop Infrastructure Classrooms**

**WHEREAS**, Hudson County Community College ("College") desires to purchase the necessary software and maintenance to support the hardware needed to create a virtual desktop classroom infrastructure ("VDI") to improve the student experience at the College; and,

**WHEREAS**, this service is exempt from bidding pursuant to N.J.S.A. 18A:64A-25.5 (a) (19); and,

**WHEREAS**, Innovative Network Solutions, from Stamford, Connecticut, submitted a proposal to provide the necessary software and software maintenance for three years for the VDI for up to 250 users at a cost of \$86,625 plus an additional \$23,690 for the set up and implementation of the VDI, for a total cost of \$110,315; and,

**WHEREAS**, the funds for this purchase will come 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 awards a contract to Innovative Network Solutions to provide the software, software maintenance, set up and implementation of the VDI at a cost not to exceed \$110,315;

**BE IT FURTHER RESOLVED** that the College Administration is authorized to take all steps necessary to effectuate the purposes of this resolution.

**20. Resolution Authorizing the Approval of the HCCC Tuition & Fee Policy FY20**

**REPORT/BACKGROUND:**

The College draws its revenues from three (3) principal sources: state aid; county appropriations, and tuition and fees.

In fiscal year 2020, student enrollments are projected to be flat. The College anticipates that the County and state aid will remain flat.

It is necessary to set the tuition policy at this time so that the rates are in place for early registration for the Fall 2019 semester.

**Tuition:**

It is proposed that tuition be raised by \$7.00 per credit hour to \$149. This represents a 5% increase, consistent with the previous year increase. The state defines a full-time student as one taking 12 credit hours. For a full-time student, this increase would represent an additional \$84 per semester. It is projected that, with this increase, HCCC tuition will remain within the average tuition of New Jersey County Colleges.

It is further proposed that the Student Activities fee be increased by \$1.75 per credit for FY2020 and 2021, and that the one-time, \$50 graduation fee be eliminated.

**RECOMMENDATION:**

The Administration and the Finance Committee recommend that the Board of Trustees approve the Tuition and Fee Policy for FY2020 and 2021.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees approves the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal**,

**Administrative, Lease and Capital Recommendations 1-20:** 1) Resolution Authorizing Approval to Develop Property in the Journal Square Area for Permanent Use by HCCC; 2) Resolution Authorizing the Purchase of Ground Maintenance Services for the Journal Square Campus; 3) Resolution Authorizing the Purchase of Kitchen Equipment Cleaning Services for the Culinary Arts Building; 4) Resolution to Approve the Budget to Replace Roof of the North Hudson Campus Building; 5) Resolution Authorizing the Award of a Contract to Grainger for Facilities Department Supplies and Equipment; 6) Resolution Authorizing the Purchase of Concrete Sidewalk Repair for 70 Sip Avenue and 119 Newkirk Street for Compliance with the Americans with Disabilities Act (ADA); 7) Resolution Approving Payments for Emergency HVAC Services; 8) Resolution Approving Emergency Contract for Climate Control and HVAC Services; 9) Resolution Authorizing the Purchase of Cell Phone Tower Antenna Systems for 71 and 81 Sip Avenue; 10) Resolution Authorizing the Purchase of Furniture for the 81 Sip Avenue Student Center Project; 11) Resolution Authorizing the Purchase of 75 Chairs and Bar Stools for STEM Building Café; 12) Resolution Authorizing the Award of Tsigonia Paint Sales for Maintenance Department; 13) Resolution Awarding a Contract for Website Redesign Front End Development Services; 14) Resolution Awarding a Contract for Website Redesign Content Management System (CMS); 15) Resolution Authorizing Workforce Leadership Academy Collaboration Agreement Between The Aspen Institute and HCCC; 16) Resolution Authorizing Amendment to the August 14, 2018 Resolution #6, Temporary Staffing for Human Resources Department; 17) Resolution Authorizing Memorandum of Understanding with Year Up Inc), a Professional Skills Training Program; 18) Resolution Awarding a Contract for Hardware and Hardware Support Required for Virtual Desktop Infrastructure Classrooms; 19) Resolution Awarding a Contract for Software and Maintenance Required for Virtual Desktop Infrastructure Classrooms; and 20) Resolution Authorizing the Approval of the HCCC Tuition & Fee Policy FY20.

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Bakari Lee

**DATE:** April 16, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Dakley 4-16-19  
 Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATION**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>
Jerry Trombella	Dean of Research and Planning	4/12/19

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

**2. APPOINTMENT OF STAFF**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Paola Valcarcel	Academic Lab Coordinator	4/17/19	\$38,000 (pro-rated)

**Note:** This is an approved position.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Nouara Oubraham	Library Associate	4/17/19	\$30,000 (pro-rated)

**Note:** This is an approved position.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Jing Yang	Director of Library Technology	4/29/19	\$70,000 (pro-rated)

**Note:** This is an approved position.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Deliana Acosta	Counselor	4/17/19	\$48,000 (pro-rated)

**Note:** This is an approved position.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Tejal Parekh	EOF Counselor	4/17/19	\$43,697 (pro-rated)

**Note:** This is an approved position.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Patrizia Barroero	Transitional Program Lecturer	4/17/19	\$55,000 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Christopher Conzen	Executive Director, Secaucus Center	5/17/19	\$105,000 (pro-rated)

**Note:** This is an approved position.

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

### 3. MODIFICATIONS OF STAFFING TABLE FOR FY 2019 EFFECTIVE April 9, 2019

#### **SECTION ONE:**

##### **DELETE TITLES**

Director, Curriculum  
Assistant Director of Advising  
Secretary, Center for Business and Industry  
Dean, Institutional Research and Planning  
Vice President for Development/Assistant to the President

#### **SECTION TWO:**

##### **ADD TITLES**

Assistant Dean, Curriculum and Academic Assessment  
Administrative Assistant for Continuing Education and Workforce Development  
Associate Director of Advisement and Transfer Services  
Executive Director of Institutional Research  
Instructional Designer  
Vice President for External Affairs and Senior Counsel to the President  
Vice President for Advancement and Communications

#### **SECTION THREE:**

##### **CHANGE TITLE WITH INCUMBENTS**

##### **NAME**

Heather DeVries

FROM:

TO:

##### **TITLE CHANGES**

Director, Curriculum

Assistant Dean, Curriculum and Academic Assessment

Nicholas Chiaravalloti

FROM:

TO:

Vice President for Development/Assistant to the President

Vice President for External Affairs and Senior Counsel to the President

#### **SECTION FOUR:**

##### **SALARIES IMPACTED BY STAFF TITLE CHANGES**

##### **Administrative Employee**

Heather DeVries

Assistant Dean, Curriculum and Academic Assessment

Salary: From: \$70,000

To: \$77,500

##### **Confidential Employee**

Nicholas Chiaravalloti

Vice President for External Affairs and Senior Counsel to the President

Salary: From: \$127,500

To: \$140,000

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modifications of the Staffing Table for FY 2019 above as Personnel Recommendation Item No. 3.

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 17, 2019 – JUNE 30, 2019**

**NEW PART TIME HIRES**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
KUSHNER	SCOTT	LIBRARY	LIBRARIAN	PTLRN-150510	E. RENAUD
DOMINGUEZ	CHRISTIAN	ITS	PC TECHNICIAN	PTTECH-253025	K. MELEWSKI
ZAMORA	REYNEL	ITS	PC TECHNICIAN	PTTECH-253025	K MELEWSKI
ROSA	SHELLY-ANN	CONT. EDUCATION	TEACHER ASSISTANT	SUMTA-102010	C. MIRASOL
SCHERILLO	MARCO	CUSTOMER SERVICE	CUSTOMER SERVICE ASSISTANT	OFFAST-253035	G. DARIAS
FINNEGAN	LIA	DISABILITY SUPPORT SERVICES	NOTETAKER/ READER	READER-150525	K. DAVIS
ROMERO	LISBETH	DISABILITY SUPPORT SERVICES	NOTETAKER/ READER	READER-150525	K. DAVIS
SIERRA	TERESA	DISABILITY SUPPORT SERVICES	NOTETAKER/ READER	READER-150525	K. DAVIS
HAMBRIC	IMANI	DISABILITY SUPPORT SERVICES	NOTETAKER/ READER	READER-150525	K. DAVIS
STABILE	MARLENE	GRANTS	ACADEMIC COACH	GRATUT-601021	P. BANDYOPADHYAY

**CONTINUING PART TIME HIRE**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>	<b>TITLE</b>	<b>POSITION ID</b>	<b>SUPERVISOR</b>
BUCKLEY	KATHRYN	ENGLISH AND ESL	AD-HOC SCORER	SCORER-101040	E. NESSIUS

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New and Continuing Part-Time Hires listed above as Personnel Recommendation Item No. 4.

**5. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCT SPRING 2019**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>DEPARTMENT</b>
Fayerman	Ilana	Humanities & Social Sciences

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjunct Spring FY 2019 listed above as Personnel Recommendation Item No 5.

**6. Resolution for the Extension of Stipend for Alexa Riano, Executive Administrative Assistant**

**WHEREAS,** the College is preparing for Middle States reaccreditation including the extensive preparation of both hard copy and virtual documents for the Middle States team visit and follow up work thereafter; and,

**WHEREAS**, besides her role as Executive Administrative Assistant, Riano will continue to provide coordination for, and perform additional responsibilities in preparation for the Middle States Team visit; and,

**WHEREAS**, additional duties performed will include preparing numerous exhibitions and documents to include in the evidence rooms to be reviewed by the Middle States visiting team; coordination of the visit with multiple departments, communicating externally with the Middle States Commission, and handling the logistics for team members' travel, accommodations, transportation, technology, and other related duties; and,

**WHEREAS**, a continued stipend of \$500.00 per month (\$250.00 per pay period) is required for Alexa Riano, Executive Administrative Assistant, extending the stipend from February 28, 2019 to April 3, 2019; and,

**WHEREAS**, the President, the Administration and Personnel Committee recommend approval of this stipend extension;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby authorizes the Resolution for the Extension of Stipend for Alexa Riano, Executive Administrative Assistant, as set forth in this resolution.

#### **7. Resolution Authorizing a Consultant for Grant Writing and Editing Services**

**WHEREAS**, Hudson County Community College desires to be eligible for the U.S. Department of Education's FY 2019 Title V grant competition; and,

**WHEREAS**, the College has identified the need to secure the services of a grant writer and editor to submit the application before the deadline; and,

**WHEREAS**, the College has agreed to partner with Ruddy's Andrade, a Grants writer and editor with over 20 years' experience as a grant writer in Higher Education; and,

**WHEREAS**, the Consultant will provide conceptualization, writing, and editorial technical assistance and will provide a final draft of the grant at least three days prior to deadline for the College to submit via the appropriate portal; and,

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

**WHEREAS**, the President, Administration, and Personnel Committee recommend this agreement;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Hudson County Community College hereby recommends that Ruddy's Andrade provide consulting services and that the total compensation not exceed \$21,000;

**BE IT FURTHER RESOLVED** that the Board of Trustees authorizes 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 approves the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-7**: (1) Resignations; (2) Appointment of Staff; (3) Modifications of Staffing Table for FY 2019 Effective April 17, 2019; (4) Appointment of Additional New and Continuing Part-Time Hires; (5)

Appointment of Additional New Hire Adjunct Spring 2019; (6) Resolution for the Extension of Stipend for Alexa Riano, Executive Administrative Assistant; and (7) Resolution Authorizing a Consultant for Grant Writing and Editing Services.

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** Pamela Gardner

**DATE:** April 16, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Dalley 4-16-19  
Signature of Recorder Date



### **VICE PRESIDENT FOR EXTERNAL AFFAIRS AND SENIOR COUNSEL TO PRESIDENT**

*The Vice President for External Affairs and Senior Counsel to the President reports directly to the President, serves on the President's Cabinet and on the President's Executive Council. The VP for External Affairs and Senior Counsel to the President is the primary liaison with federal, state and local officials and the community at large and will provide executive and administrative direction for the College's legal affairs, and leadership for the development, support and execution of Presidential priorities.*

*The Vice President plans and directs the College's policies and objectives for government and local community relations. The Office of External Affairs monitors federal, state and local legislation that could impact college operations; represents and promotes the College; and facilitates collaborative relationships with a variety of external stakeholders.*

#### **PRINCIPAL RESPONSIBILITIES:**

- *Working with HCCC's executive and senior leadership team, develops and implements a comprehensive outreach strategy to government officials and their staff to advance HCCC's policy priorities. Advances HCCC's priorities at the federal, state and local levels of government by working with elected and key appointed officials and their staff to drive and implement HCCC's policy ideas into policies and legislation.*
- *Oversees the development and implementation of a comprehensive outreach strategy to foster strong relationships with community based organizations and neighborhood associations in support of HCCC's policies and campus development strategies.*
- *Develops and manages strategies for strengthening HCCC's relationships with elected officials, government agencies and community based organizations, increasing their understanding of and support for HCCC.*
- *Coordinates government relations strategies with relevant internal and external stakeholders, including HCCC executives, student organizations, employee unions, government relations staff from other universities and associations. Engages internal and external constituents in support of HCCC's government and community relations agenda.*
- *Represents and advises members of the College administration and Board of Trustees in legal matters, and coordinates and oversees the involvement of outside Counsel.*
- *Assists the President with development and execution of projects as assigned.*
- *Plans budget for Office of External Affairs.*
- *Applies extensive experience and judgment to planning and accomplishment of goals.*
- *Performs a variety of tasks and other duties as assigned.*
- *Leads and directs the work of others.*

#### **CORE COMPETENCIES:**

- *Knowledge of local, state and federal legislative and executive processes; public affairs principles and practices; and project management and planning principles and practices.*
- *Demonstrated leadership skills and abilities.*
- *Commitment to quality and integrity.*

- *Exceptional skills in communications and interpersonal relations.*
- *Knowledge of and adherence to policies and procedures, and College regulations.*
- *Excellent written and verbal communication skills.*
- *Ability and willingness to delegate effectively and to hold direct reports accountable.*
- *Ability to establish and maintain effective and harmonious work relations with students, faculty, staff, university officials and the general public.*
- *Ability to work with individuals at all levels of the College to develop workable programs and provide outstanding services.*

**MINIMUM QUALIFICATIONS:**

- *Juris Doctorate degree required;*
- *A genuine passion for contributing to the transformation of a premier educational institution that is operating in a rapidly changing environment;*
- *At least 8 years of relevant leadership and management experience in for-profit, nonprofit, and/or educational settings;*
- *An approach to staff management that brings out the best in team members, and champions a positive leadership style;*
- *Superior communication skills and the ability to connect with a variety of audiences including students, faculty, staff, alumni, and employers; clarity, strategic emphasis and effectiveness in written and oral presentations;*
- *Exemplary interpersonal and listening skills;*
- *Ability to work closely and effectively with diverse groups and individuals, internally and externally, and;*
- *The ability to travel periodically to accomplish position responsibilities and advance the College's priorities.*



## **VICE PRESIDENT FOR ADVANCEMENT AND COMMUNICATIONS**

*Reporting to the President, the Vice President for Advancement and Communications leads the identification, cultivation, solicitation and stewardship of relationships with corporations, public and private foundations, alumni, community leaders and sectors, and other constituencies. The Vice President develops, administers, evaluates and continuously improves initiatives, processes, programs and strategies to develop and grow a culture of philanthropy at HCCC, generating funding to support the immediate and long-term fundraising goals of the College. Working closely with the HCCC Foundation and all constituencies, the Vice President provides leadership for inspiring and developing lifelong relationships with HCCC alumni, trustees, Foundation Board members, employees, students, family members and others, while also remaining keenly focused on developing impactful relationships with major gift donors and other donors. The Vice President is responsible for leadership in securing and fulfilling externally-funded, sponsored grants and programs including pre-award, post-award, and compliance administration. The Vice President supervises grants officers and Marketing/Communications staff and ensures that college communication and messages convey the values, principles and aspirations of Hudson County Community College while supporting the College's fundraising and Advancement goals. The Vice President leads the development and implementation of comprehensive and other campaigns. The Vice President for Advancement and Communications is a member of the President's Cabinet and the President's Executive Council.*

### **Principal Responsibilities**

- *Directs and oversees all aspects of fund development by cultivating a growing base of individual, corporate, government, alumni, public and private foundation, and other donors.*
- *Performs research, planning and evaluation activities associated with assigned areas of responsibility, such as the analysis of potential funding sources; development of strategies and methods related to all fundraising programs; and continuous improvement of advancement operations.*
- *Facilitates short, intermediate, and long-range goal planning and ensures timely completion of tasks and responsibilities.*
- *Oversees and administers the Foundation's and College's scholarship programs.*
- *Leads all areas of capital and other campaigns and ensures successful campaign outcomes.*
- *Oversees and helps secure sponsorships for College fundraising special events.*
- *Partners with and supports the President and other senior leadership and volunteers to expand the College's advancement portfolio by cultivating major gifts.*
- *Performs fundraising and donor stewardship related to the success of an annual fund program focused on alumni, faculty, staff, corporate leaders and other constituents of HCCC and the community.*
- *Supervises the Marketing and Communications staff and ensures strategic excellence in the writing, review, editing and production of online and printed promotional content, literature, and materials, fundraising appeals, letters, acknowledgements and other forms of communication.*
- *Oversees and supports independent 501(c)3 HCCC Foundation.*

- Oversees donor and prospect relations and stewardship programs, and maintains ongoing relationships and communication, matching the financial and related interests of prospective donors with those of the College.
- Maintains the fiscal integrity of the Foundation in cooperation with the Vice President of Business and Finance/CFO by directing and overseeing the Foundation's accounting, investment, and other functions related to the Foundation's assets and operations.
- Provides assistance to the independent auditor during the annual audit of the HCCC Foundation's financial records.
- Assures that Foundation affairs are conducted within the framework of its policies and procedures. Makes certain that the Foundation Board is kept current on legislative, organizational and legal issues that may impact the Foundation.
- Oversees all grant and sponsored program development staff and processes including agency rules and regulations pertaining to compliance issues.
- Assures that all grants and contracts are submitted, processed and administered in a manner consistent with laws and college policies and procedures.
- Provides grants training to ensure compliance with submission and administration requirements.
- Performs other duties as assigned by the President.

### **Required Education/Skills**

- Master's degree required; Certified Fund Raising Executive (CFRE) credentials preferred.
- A minimum of five years of college-level advancement, sponsored programs, and/or related experience required.
- Strong leadership capability and ability to effectively translate plans into tangible, achievable goals.
- Ability to provide leadership and support in the area of major gift donor development.
- Comprehensive knowledge of all areas of nonprofit development, including capital campaign, major gifts, individual and institutional giving, planned and annual giving, corporate and foundation relations, special events, donor acquisition, and related areas.
- Prior significant experience representing an organization and functioning strategically, both internally and externally.
- Excellent writing, proofreading, and interpersonal skills required.
- Knowledge of grants/contracts administration in institutions of postsecondary education and funding agencies.
- Experience with compliance management and a broad understanding of regulations related to grants.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. PROPOSED COLLABORATION AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE ASPEN INSTITUTE**

**REPORT AND BACKGROUND:**

Hudson County Community College has been selected as the only community college with which The Aspen Institute seeks to partner as part of its Economic Opportunities Program (EOP). HCCC and EOP will collaborate to develop and facilitate Workforce Leadership Academies. The purpose of the Workforce Leadership Academies is to strengthen the capacity of participants to develop and sustain effective workforce strategies, collaborate more deeply with employers and other strategic partner organizations, and expand the number and quality of leaders who can create workforce development approaches that will advance opportunities for low-wage workers and job seekers while also meeting the talent development needs for long-term industry competitiveness. This collaboration supports Hudson County Community College's strategic objective to expand revenue sources through the pursuit of grants and partnerships.

**RECOMMENDATION:**

The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve the Proposed Collaboration Agreement Between Hudson County Community College and The Aspen Institute, effective February 1, 2019.

**RESOLUTION:**

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees approve the recommendation of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in Item IX. **Academic and Student Affairs Recommendation 1:** (1) Proposed Collaboration Agreement Between Hudson County Community College and The Aspen Institute, effective February 1, 2019.

**INTRODUCED BY:** Pamela Gardner

**SECONDED BY:** Karen Fahrenholz

**DATE:** April 16, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley 4-16-19  
Signature of Recorder Date





## **HUDSON COUNTY COMMUNITY COLLEGE COLLABORATION AGREEMENT**

This is a collaboration agreement (“Agreement”) entered into by **Hudson County Community College** (hereinafter referred to as “HCCC”) with its primary address at 70 Sip Avenue, Jersey City, NJ 07306 and the Aspen Institute (hereinafter referred to as the “Institute”), with its primary place of business at 2300 N Street, NW, Suite 700, Washington, DC 20037 (collectively, the “Parties”), to work with the Aspen Institute Economic Opportunities Program (hereinafter referred to as the “Program”) on the Workforce Leadership Academy in New Jersey (the “Project”). This Agreement is effective as of **February 1, 2019** through and including **February 28, 2020**.

In consideration of the mutual promises and conditions contained herein, the Parties agree as follows:

- 1. Description of Collaboration.** HCCC and the Aspen Institute Economic Opportunities Program have agreed to collaborate on a Workforce Leadership Academy in New Jersey. In furtherance of this collaboration, the Institute and HCCC agree to fulfill the responsibilities described in Exhibit A and in the document titled “Workforce Leadership Academies Information Packet” attached to Exhibit A as Addendum 1.
- 2. Payment.** Provided that the Institute has received an executed copy of this Agreement and a fully executed W9 form, the Institute shall pay HCCC **\$30,000** (thirty-thousand dollars) towards the responsibilities for the Project described in Exhibit A and Addendums 1 and 2 within 30 days receipt of the executed copy of this Agreement from HCCC.
- 3. Termination.** The Institute may terminate this Agreement upon written notification to HCCC. Upon receiving notice of termination, HCCC shall immediately cease work related to the Workforce Leadership Academy. HCCC will return to the Institute any funds not used or non-cancelable encumbered expenses at the time of the termination along with all Project Work Product created for the Project.
- 4. Reporting.** HCCC agrees to provide a brief narrative report to the Institute at the conclusion of the Project. A template will be provided by the Institute requesting information on HCCC’s experiences during the development and implementation of the academy.
- 5. Independent Contractor.** The Parties agree that in performing the Services, HCCC will be an independent contractor and not an employee of the Institute, for purposes of all state, federal, and local laws. Nothing contained in this Agreement is intended or shall be construed to create a partnership or joint venture between the parties. Except as provided in this Agreement, neither party shall have the right or authority to bind the other to any contract, agreement, obligation or undertaking with any third party.

**6. Academy Materials/Ownership of Work Product.**

The Parties understand and agree that the Institute enters into this Agreement with proprietary intellectual property, including its framework for its Workforce Leadership Academies which includes, but is not limited to academy materials, curriculum and facilitator training materials ("Academy Materials). The Institute retains sole ownership, right, title and interest in all Academy Materials, including cases in which versions of these core assets are modified for use in service of this collaboration and this Agreement.

Subject to the terms and conditions of this Agreement, the Institute grants HCCC a limited non-exclusive, non-transferable, non-sublicensable license to use the Academy Materials for non-commercial educational and training purposes only. HCCC may not remove, obscure or modify any Institute logo, copyright or other notices included in the Academy Materials and must provide proper attribution as described in this Agreement.

The Institute understands and agrees that this Agreement provides noncommercial re-use by HCCC of Academy Materials, when proper Attribution is provided. HCCC may copy, display, and distribute Academy Materials and include content in derivative works. HCCC agrees to provide a print or digital copy of any modified Academy Materials to: [Sheila.maguire@aspenninst.org](mailto:Sheila.maguire@aspenninst.org) prior to use or distribution. This Agreement does not authorize HCCC to transfer noncommercial re-use rights to other individuals or organizations.

HCCC understands and agrees that all new work product prepared by HCCC in connection with HCCC's services under this Agreement, including all intellectual property rights therein (collectively, "Work Product"), will be and remain the joint property of the Institute and HCCC. Both the Institute and HCCC will have full, exclusive, and unlimited right to use or reprint all of such Work Product and to transfer such rights to others, without any claim or right from the other party for additional compensation.

- 7. Attribution.** When re-using or citing Academy Materials, HCCC agrees to note the following citation clearly on material: Source: Workforce Leadership Academy, in partnership with the Economic Opportunities Program of the Aspen Institute [date]. HCCC may not remove, obscure, or modify the Aspen Institute, Economic Opportunities Program logo or any other organizations' logos that appear in Academy Materials.
- 8. Warranty.** HCCC hereby represents and warrants to the Institute that: (1) to the best of HCCC's knowledge, none of the Work Product will infringe, violate or constitute a misappropriation of the intellectual property of any third party; (2) the Work Product will not violate any applicable laws or regulations on privacy rights of third parties; (3) the Work Product will not contain libelous, defamatory, obscene, threatening, harassing or unlawful material or otherwise contain any material that could reasonably be expected to injure the reputation of the Institute;(4) the Work Product will be in conformity with all requirements of this Agreement and fit for the purpose disclosed in this Agreement; (5) HCCC has necessary skill, competency, qualifications, and experience, and is properly licensed, if applicable, to perform the work and shall perform the work in a diligent, competent, proper, and lawful manner.

**9. Institute Trademarks.** Except for the limited purposes set forth in this Agreement (if any), the Institute does not authorize the use by HCCC of the trademark "The Aspen Institute," Workforce Leadership Academy or any related trademark or logo of the Institute without the prior written consent of the Institute.

**10. Confidentiality.** In the course of performing HCCC's duties under this Agreement, HCCC may learn about or come into possession of "Confidential Information" (as defined below) about the Institute affiliated organizations or individuals. HCCC agrees not to disclose any Confidential Information and promises to take all reasonable precautions to prevent its unauthorized dissemination, both during the term of this agreement and thereafter. HCCC agrees to limit disclosure of any Confidential Information to only those employees and agents of the Institute or HCCC who have a need to know the information. HCCC also agrees not to use any Confidential Information for HCCC's own benefit or for the benefit of anyone other than the Institute. HCCC acknowledges that all Confidential Information is and remains the property of the Institute and that no license or rights in the Confidential Information has been or is granted to HCCC. HCCC agrees to return all Confidential Information to the Institute upon the Institute's request.

For purposes of this Agreement, "Confidential Information" means and includes all information relating to business plans, financial data and budgets, funding, donors, personnel data, employee compensation and benefits information, trade secrets, details of contracts, pricing policies, operational methods, and marketing or public relations plans or strategies related to the business or affairs of the Institute and/or its affiliated organizations or individuals. "Confidential Information" also means any information that derives economic value from not being known to the general public or to others who could obtain economic value from its disclosure or use, which the Institute takes reasonable efforts to protect the secrecy of, and any information that could be embarrassing or detrimental to the Institute if disclosed publicly. Confidential Information shall not include any disclosure permitted or required by law, any court, or any governmental entity.

**11. Release and Indemnification.** HCCC agrees to take all commercially reasonable precautions to prevent the occurrence of any injury to persons, property or the environment during the progress of the work contemplated to be performed pursuant to this Agreement.

HCCC hereby releases, discharges and agrees to hold harmless and defend the Institute and its directors, officers, employees, and agents from any liabilities, losses, claims, suits, damages, costs and expenses (including without limitation, reasonable attorneys' fees, defense costs, investigation expenses, discovery costs and court costs) arising out of or otherwise relating to the subject matter of this Agreement, except to the extent caused by the acts or omissions of the Institute, its directors, officers, employees, agents or anyone else providing services to the Institute in connection with this Agreement.

The Institute hereby releases, discharges and agrees to hold harmless and defend HCCC and its directors, officers, employees, and agents from any liabilities, losses, claims, suits, damages, costs and expenses (including without limitation, reasonable attorneys' fees, defense costs, investigation expenses, discovery costs and court costs) arising out of or otherwise relating to the subject matter of this Agreement, except to the extent caused by the acts or omissions of HCCC, its directors, officers, employees, agents or anyone else providing services to the Institute in connection with this Agreement.

**12. No Lobbying.** The Aspen Institute is a non-partisan educational organization and does not engage in any activity that would require registration under the Lobbying Disclosure Act of 1995, as amended. The Institute does not engage staff or contractors as “lobbyists” as defined by the Lobbying Disclosure Act of 1995 (“Act”), as amended. Accordingly, with regard to the specific responsibilities described in this Agreement, HCCC understands and shall not act as a lobbyist or engage in any activity that would require registration under the Act.

**13. Dispute Resolution.** This Agreement shall be governed by the laws of the State of New Jersey. The parties agree that any controversy, claim or dispute of whatever nature arising between the parties shall be subject to the exclusive jurisdiction of the Superior Court of New Jersey venued in Hudson County, New Jersey.

**14. Entire Agreement.** This Agreement is the entire agreement between HCCC and the Institute. This Agreement can be changed only by another written agreement, and cannot be orally modified.

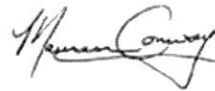
The undersigned Parties and their duly authorized representatives represent and warrant that they have authority to enter into this Agreement and hereby agree to the terms set forth above, effective as of the date first written above.

**HUDSON COUNTY COMMUNITY COLLEGE**

**THE ASPEN INSTITUTE**

By:

By:



Maureen Conway  
Vice President for Policy Programs  
Executive Director, Economic  
Opportunities Program  
The Aspen Institute

Date: 2/21/19

By:



Namita Khasat  
Executive Vice President, Finance &  
Administration, CFO, Corporate Treasurer  
The Aspen Institute

Date: 2/22/19

## Exhibit A

### Description of Collaboration

HCCC and the Aspen Institute Economic Opportunities Program have agreed to collaborate on a Leadership Academy in New Jersey using the framework described in the document titled "Workforce Leadership Academies Information Packet" attached as Addendum 1 to this Exhibit. The responsibilities of each Party are detailed here and in Addendum 1.

More specifically, as a sponsoring organization for EOP's Workforce Leadership Academy, HCCC will partner with EOP staff in the development and implementation of local academies, share local information to inform academy design, participate in session facilitation, develop an advisory council made up of a mix of local workforce system stakeholders, identify and make arrangements for facilities and food for opening and closing retreats and five one day sessions, help identify and recruit local or regional guest faculty, support the evaluation of the academy and support collaborative learning lab review panel.

As a local site, HCCC is responsible for covering all costs associated with hosting an Opening retreat, five one-day sessions, a Closing retreat, and a collaborative learning lab event as well as all staff costs incurred by HCCC. The budget spreadsheet attached as Addendum 2 to this Exhibit lays out HCCC's estimated costs associated with these activities.



## Workforce Leadership Academies Information Packet

Workforce development has been shown to help individuals prepare for and connect to better quality jobs than they might secure on their own, garnering public and private philanthropic investments in the field. The evidence of the benefits of sector-focused workforce development for disadvantaged workers has been growing.<sup>1</sup> These successful workforce strategies, however, are complex, and their success rests on strong organizations with capable leadership. Workforce leaders must understand the complexities of their labor markets, bring together disparate funding sources to support their strategy, and collaborate with partners, including employers. At the same time, senior workforce positions can be difficult to fill, and few training programs support professionals in the field to execute effective strategies. Thus, investing in building local and regional workforce leadership and capacity is a critical element to expanding the success of local workforce systems and advancing opportunity.

Workforce development strategies are shaped by a variety of factors, including the specifics of a local labor market, the assets and needs of the people whose careers they seek to advance, and the resources and capacities of the local institutions with which they partner. Skilled local leaders, who can work within their organization and in partnerships with other stakeholders, are essential for the success of local workforce systems. Collaboration is an antidote to “fragmentation” and “silos” that are commonly understood to undermine a cohesive field. Teams of skilled professionals with different skill sets and services are needed to work together across government agencies, community organizations, unions, employer associations, and intermediaries. And these professionals need to align their efforts. Authentic collaboration grows at the speed of trust, making the focus on building a cohesive field that supports this collaboration even more important.

Leaders in today’s workforce field are at the heart of some of the most critical issues we face as a nation. Changing technology, business norms and business models, worker engagement and expectations, and public opinions and public policies have created dramatic change in the world of work. In many labor markets, there are far fewer good jobs available than there are working

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<sup>1</sup> Richard Hendra, David H. Greenberg, Ari Oppenheim, Alexandra Pennington, Kelsey Schaberg, Betsy L. Tessler, *Encouraging Evidence on a Sector-Focused Advancement Strategy: Two-Year Impacts from the Work Advance Demonstration*, (New York, NY: MDRC, 2016), [https://www.mdrc.org/sites/default/files/2016\\_Workadvance\\_Final\\_Web.pdf](https://www.mdrc.org/sites/default/files/2016_Workadvance_Final_Web.pdf).  
Sheila Maguire, Joshua Freely, Carol Clymer, Maureen Conway, and Deena Schwartz, *Tuning In to Local Labor Markets: Findings from the Sectoral Employment Impact Study*, (Philadelphia, PA: Public/Private Ventures, 2010), <http://ppv.issuelab.org/resources/5101/5101.pdf>.

people seeking a job that will provide economic stability. Practitioners face key questions: How can they work with employers who provide important job opportunities to make those jobs as rewarding as possible? How can they help working people build skills that will be valued in their local labor market and also build the connections and navigation skills they need to find the employers who will most value their abilities? How can they help working people who freelance? What do employers need to know about the experiences of their workforce? What do policymakers need to know about supports that would help working people balance work and family responsibilities?

## Academy History

Since 2012, the Aspen Institute Economic Opportunities Program has collaborated with local sponsoring organizations to offer local Workforce Leadership Academies. Recent academies have been hosted in Seattle, Washington, sponsored by SkillUp Washington, in Baltimore, Maryland, sponsored by the Weinberg Foundation, in Toronto, Ontario, sponsored by the Metcalf Foundation, and in Detroit, Michigan, sponsored by Corporation for a Skilled Workforce and the JP Morgan Chase Foundation. A Hartford academy launched in fall 2017 in collaboration with the United Way of Hartford and the Generation Work initiative.

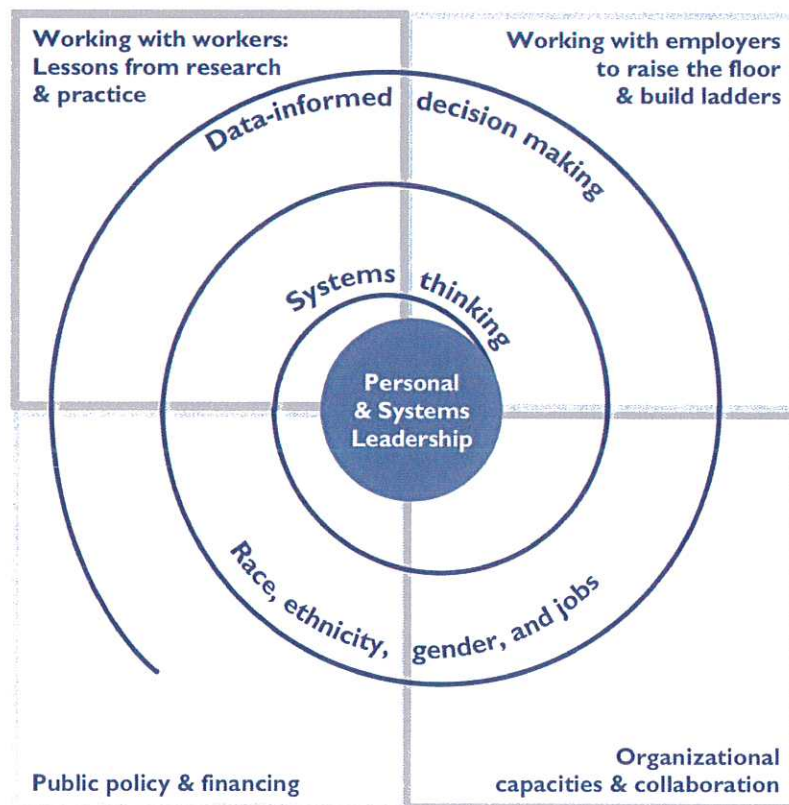
These academies evolved from EOP's long-running national **Sector Skills Academy (SSA)**. The national Sector Skills Academy has documented its success in supporting workforce development leaders to develop and implement effective workforce strategies. In a 2015 survey of more than 200 national SSA alumni, respondents indicated that the academy prepared them to effect meaningful change at the local level. The national academy helped them create, strengthen, and advocate for partnerships with critical stakeholders in local labor markets; to strategize beyond their individual organizations for policy and systems change; and to engage with employers more effectively. The national academy also provided participants access to a unique and valuable network of peers.

## Current Opportunity: Workforce Leadership Academies

EOP is partnering with local sponsoring organizations to develop and lead **Workforce Leadership Academies** in four cities across the United States. These local academies will strengthen the capacity of participants to develop and sustain effective workforce strategies, collaborate more deeply with employers and other strategic partner organizations, and expand the number and quality of leaders who can develop workforce development approaches that will advance opportunities for low-wage workers and job seekers while also meeting the talent development needs for long-term industry competitiveness. Workforce Leadership Academies also provide a forum for local leaders to work collaboratively to identify local and regional systems-based challenges and create shared solutions.

Workforce Leadership Academies create and support peer-learning communities of workforce leaders from nonprofits, business associations, community colleges and universities, union-based training efforts, and public agencies. Participants in these academies work with leading practitioners from around the country, are introduced to practical planning tools, and have the rare opportunity to reflect on and strategize about applying the principles that underlie effective workforce strategies to their local economic and social context. Participants also engage in leadership development activities, including a 360-degree leadership assessment. Alumni of the academies are a part of the Economic Opportunity Fellows Network.

**Key themes**



Customized to meet regional and local needs, the academies are implemented by an experienced facilitator in partnership with the staff of a local sponsoring organization. Academies engage a cohort of up to 25 leaders in a series of retreats and workshops over the course of one year. Fellows are selected in a competitive application process and are typically senior-level managers with authority to implement program changes. Organizations sponsoring a local academy have access to the tools and lessons developed over the lifespan of the



academies, including a toolkit with planning documents and instructional materials that can be customized for different cohorts.

Workforce Leadership Academies create and support an authentic learning community of local workforce leaders, strengthen the leadership skills and competencies of emerging workforce leaders, and strengthen the capacity of participating institutions to collaborate more deeply with employers and other strategic partners in their community and region. Fellows are exposed to examples of effective workforce development strategies through readings, workshops, and case study discussions with guest faculty who lead innovative sectoral initiatives. After completing sessions that provide grounding in difference practices, fellows identify one or more systemic bottlenecks or new opportunities in their region and work in teams to develop a project proposal to address through a Collaborative Learning Lab. Regional stakeholders, including political or government leaders, funders, and others are invited to hear these presentations and to engage in a dialogue about these proposed systems-change initiatives.

## **Key Partners**

### ***Local Sponsoring Organization***

EOP staff selects a local sponsoring organization in each of the academy sites. Sponsoring organizations serve as partners in the development and implementation of the academies, share local information to inform academy design, and participate in session facilitation. Key responsibilities of the local sponsoring organization include:

1. Developing an advisory council made up of a mix of local workforce system stakeholders.
2. Sharing local context and dynamics to inform overall academy design and customized sessions.
3. Identifying and making arrangements for facilities and food for all events.
4. Adapting application as needed and leading recruitment outreach in partnership with advisory council.
5. Helping identify and recruit local or regional guest faculty.
6. Working with EOP on session customization and creation of new content, as needed.
7. Identifying participants for the June facilitator training and supporting session facilitation.
8. Leading email and other communication with cohort before and after sessions (with a local facilitator or coordinator).



9. Producing necessary materials for sessions and Collaborative Learning Lab presentation.
10. Recruiting advisory council and other stakeholders to participate in Collaborative Learning Lab presentation.
11. Supporting the evaluation of the academy.

### ***The Aspen Institute Economic Opportunities Program***

Grants from JPMorgan Chase Foundation and the Weinberg Foundation enable EOP to provide support to participating cities at no cost to local sponsoring organizations. Support includes:

- Providing an experienced lead liaison and facilitation to each academy.
- Supporting the local sponsoring agency, facilitator, and advisory council with outreach, selection, design, and Collaborative Learning Lab process.
- Developing and delivering two three-day (two-night) facilitator trainings.
- Developing additional content and ensuring an updated and dynamic curriculum.
- Identifying, developing, and engaging appropriate guest faculty.
- Hosting regular online learning sessions via web between local teams that will include sharing feedback and survey results and adjusting the academy flow and/or content.
- Administering, analyzing, and sharing retreat and workshop evaluations.

### **Local Advisory Council**

The local sponsoring organization, in partnership with EOP staff and other stakeholders, leads the development of an advisory council. Advisors guide the selection of fellows and advise on academy design. Key responsibilities include:

1. Providing regional support and championing the academy to elevate the prestige of the program and the role and opportunity for fellows in the regional workforce system to engage as systems-change leaders.
2. Identifying policy workforce trends and providing leadership and insight around opportunities to inform overall academy design.
3. Targeting potential candidates and using their networks to publicize the academy and recruit potential fellows.
4. Reading and rating applications and participating in meeting to select fellows (in some cases, a sub-group of members takes on this task as not all can commit the time necessary).
5. Assisting in identifying local and national guest faculty.



6. Advising and helping connect fellows with regional stakeholders and potential partners related to Collaborative Learning Lab projects.
7. Participating in a Collaborative Learning Lab project review panel.

### ***Guest Faculty***

Academies rely on a robust network of guest faculty, so named as we ask them not only to share their hard-won experience, but also to share the openly the challenges they have experienced. In this role, they help set the tone of open sharing that is essential to establish among the fellows themselves.

## **Getting Started**

### ***Funding and Cost-Sharing***

Each participating city receives \$30,000 from the Economic Opportunities Program to help cover costs of the Workforce Leadership Academy. A WLA comprises an Opening Retreat, five one-day sessions, a Closing Retreat, and a Collaborative Learning Lab event. Costs include food, travel, retreat accommodations, and local leadership consultants, which vary based on local considerations. To help you estimate costs, we provide an automated budget spreadsheet.

### ***Facilitator Forum***

While EOP will provide an experienced lead facilitator for each academy, sponsoring organizations will select a local Workforce Leadership Academy team to support session facilitation. The academy team will attend the Facilitator Forum in late Spring/early Summer 2019.

The Facilitator Forum will be held at a retreat center. Participants will be introduced to the curriculum and establish action plans for launching academies.

### ***Workforce Leadership Academy launch and promotion***

Start dates for academies will be determined in consultation with local sponsoring organizations. For each academy, EOP will engage with local partners and funders to promote the academy. This may include press releases, social media promotion, and other communications.

ADDENDUM 2

Workforce Leadership Academies - Local Costs		Aspen Template 8/16/18	
Instructions: You can adjust any of the shaded assumptions below and insert actual figures where indicated for your organization's cost structure and plans, in order to develop an estimated total cost for your Academy			
<b>Expense Budget Planning Assumptions</b>		<b>Budget Notes</b>	<b>Additional Notes</b>
<b>Opening and Closing Retreats</b>			
24	Number of participants in the cohort	Recommended range of 18-24	
2	Average Number of national guest faculty per retreat	Typically 3 at opening retreat, 1 at closing retreat. Costs for accommodations/food to be included in this budget. Aspen will pay honorarium and travel costs.	
	Number of local or additional guest faculty	Aspen will pay for a total of 4 national guest faculty at the retreats (honorariums and travel). If you will have more than that, indicate here.	
2	Number of Aspen facilitators per retreat	Min. of 1 and max. of 2 Aspen facilitator(s) will attend opening and closing retreats. Costs for accommodations/food to be included in this budget. Aspen will pay for travel costs.	
2	Number of staff from local sponsoring organization per retreat	We recommend at least 2 local staff members at each retreat.	
30	Total Number of attendees per retreat		
2	Number of retreats	1 opening and 1 closing retreat	
2	Length of each retreat (overnights)	2 overnights and three days	
\$	400 Daily package or CMP retreat cost per person (rooms, food, etc.)	Insert daily package rate or CMP	
<b>One-Day Sessions</b>			
24	Number of participants in the cohort	Recommended range of 18-24	
1	Number of national guest faculty per one-day session	1 for each one-day session. Costs for food to be included in this budget. Aspen will pay honorarium, hotel and travel costs.	
	Number of local or additional guest faculty	Aspen will pay for 1 national guest faculty at each session (honorariums, hotel and travel). If you will have more than that, indicate here.	
1	Number of Aspen facilitators per one-day session	1 for each one-day session. Costs for food to be included in this budget. Aspen will pay hotel and travel costs.	
2	Number of staff from local sponsoring organization per one-day session	We recommend at least 2 local staff members at each one-day session	
28	Total Number of attendees		
6	Number of one-day sessions and capstone event	5 one-day sessions (approximately every other month) and 1 capstone event	
\$	50 Food costs (per person) per one-day session/capstone event	Insert per person continental breakfast and lunch/break each day	
	Daily space/AV rental for one-day sessions/capstone	Insert daily space rental cost	
\$	2,603 Food costs for special events	Insert estimate for ad-hoc committee meetings, receptions at retreats, etc.	
<b>Staffing/other</b>			
\$	4,000 360 degree leadership assessment	Assessment costs plus consultant workshop session can range from \$3,500 to \$5,500.	
\$	30 Facilitation number of days	Estimate 12 facilitation days plus 18 days for session preparation/coordination with fellows	
\$	450 Facilitation average daily rate	Insert daily rate	
\$	18 Program management number of days	Includes fellow recruitment and selection, communications and outreach, and relationship-management	
\$	450 Program management average daily rate	Insert daily rate	
\$	12 Meeting logistics number of days	Retreat and meeting site logistics, materials and supplies, facilities contracts, scheduling, etc.	
\$	390 Meeting logistics average daily rate	Insert daily rate	
\$	500 Additional guest faculty honorarium (per person)	Add if needed beyond what Aspen covers (for reference, Aspen pays \$500/person)	
\$	800 Additional guest faculty travel (per person)	Add if needed beyond what Aspen covers (for reference, Aspen budgets \$800/person)	
<b>Expense Budget</b>		<b>Additional Notes and Options to Consider</b>	
\$	49,050 Hotel costs for retreat(s)	Check actual rates for retreat center within 1-2 hours of your region	
\$	11,003 Costs for one-day sessions, capstone and special events	One of your sponsors or participants may be able to access session space @ no cost; bring your own LCD projector	
\$	Cost of travel/honorarium for additional guest faculty	Costs of travel/honorarium for additional guest faculty. Aspen covers travel/honorarium costs for a total of 9 guest faculty.	
\$	4,000 360 degree leadership assessment	Cost includes estimated cost of assessment survey for cohort members and consultant workshop, but not travel	
\$	13,500 Facilitation staff costs		
\$	8,100 Program management staff costs		
\$	4,680 Meeting logistics staff costs		
\$	2,000 Materials and Supplies	Estimated cost for copies, binders, folders, name tags, flipcharts, meeting supplies, etc.	
\$	1,000 Unanticipated expenses	Contingency funds for unexpected costs; plug figure of \$1,000 used	
\$	93,333 Direct Expenses - Subtotal		
\$	18,667 Overhead Costs for Sponsoring Organization	Plug figure of overhead rate of 20% of direct expenses is used. Insert correct overhead rate.	
\$	112,000 TOTAL EXPENSE BUDGET		
<b>Revenue Planning Assumptions</b>		<b>Budget Notes</b>	
\$	30,000 Local site funds from Aspen		
\$	500 Co-payment amount for each member of cohort	Estimated @ \$500 per member	
\$	Scholarship amount offered		
\$	42,000 TOTAL REVENUES		
\$	70,000 NET COST	Total Amount of New Resources Needed to Operate Academy	
<b>Revenue Sources Breakdown</b>			
\$	70,000 Total Amount of New Resources Needed to Operate Academy		
<b>Grants/contracts: (Add rows as needed)</b>			
Amount	Funder Name	Pending, Committed or In-hand	
\$	35,000 Lefrak	Committed	
\$	35,000 Hudson County	Committed	
<b>InKind: (Add rows as needed)</b>			
Amount	Source	Expenses covered (Facilitation costs, meeting space, etc.)	
\$	(0) Balance (should be zero)		

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**X. NEW BUSINESS**

**1. RESOLUTION RECOGNIZING APRIL 2019 AS HUDSON COUNTY COMMUNITY COLLEGE MONTH**

***WHEREAS**, the more than thirteen hundred community and technical colleges, public and private, in the United States have contributed enormously to the richness and accessibility of American higher education, and, nearly half of all undergraduate college students in the nation today are enrolled in community colleges; and,*

***WHEREAS**, by providing educational opportunities at costs and locations accessible to all who are qualified, community and technical colleges have greatly enhanced the opportunity for every ambitious student, young or old, to enter a postsecondary school program, and as community-based institutions, our schools provide varied programs and offer specialized training for more than one thousand occupations; and,*

***WHEREAS**, Hudson County Community College, founded in 1974, has undergone tremendous growth in the last two decades; and is the largest institution of higher education in Hudson County, enrolling more than 15,000 students through 67 degree and certificate programs; and,*

***WHEREAS**, Hudson County Community College has expanded its facilities – including its award-winning Gabert Library and STEM Building, with the support of the County; and,*

***WHEREAS**, Hudson County Community College has the largest proportion of Hispanic students graduating with a degree or certificate of all New Jersey colleges and universities (public and private); and,*

***WHEREAS**, Hudson County Community College has been recognized by the Middle States Commission on Higher Education for its exceptional Self Study during the March 2019 Reaccreditation process, and,*

***WHEREAS**, Hudson County Community College's Culinary Arts/Hospitality Management program has been ranked number six in the U.S. by Best Choice Schools; over 94% of HCCC Nursing program graduates have passed the NCLEX first time out, placing the program's graduates in the top tier of two- and four-year nursing programs nationwide; and, in 2017, the Equality of Opportunity Project ranked HCCC in the top 5% of 2,200 U.S. higher education institutions for social mobility, and,*

***WHEREAS**, HCCC Trustees, faculty, staff and students have received numerous national recognitions including, but not limited to: the 2017 Diana Hacker TYCA Outstanding Programs in English Award in Enhancing Developmental Education, presented by the Two-Year College English Association; Hudson Transportation Management 2017 New Jersey Smart Workplaces Award (Bronze); American Association of Community Colleges 2016 Awards of Excellence-Exemplary CEO/Board Finalist to Dr. Glen Gabert; Association of Community College Trustees (ACCT) 2016 Northeast Regional Equity Award to HCCC Board of Trustees; Association of College and Research Libraries (ACRL) 2016 Excellence in Academic Libraries Award; American Association of Community Colleges 2015 Awards of Excellence – Advancing Diversity Finalist; New Jersey Business & Industry Association New Good Neighbor Award in 2015 for the HCCC Library Building; Green Emerald 2015 Award for Urban Green Project for the HCCC Library Building; National Tutoring Association 2014 Excellence in Tutoring Award; Association of*

Community College Trustees 2013 Northeast Regional Marie M. Martin Chief Executive Officer Award to Dr. Glen Gabert; American Association of Community Colleges 2013 Awards of Excellence—Student Success Finalist; New Jersey Business & Industry Association New Good Neighbor Award in 2012 for the HCCC North Hudson Campus; Association of Community College Trustees 2012 Northeast Regional Charles Kennedy Equity Award; Association of Community College Trustees 2012 Northeast Regional Professional Board Staff Member Award to Jennifer Oakley; Hudson Transportation Management 2011 New Jersey Smart Workplaces Award (Silver); Hudson County Planning Board 2010 Smart Growth Gold Award; New Jersey Business & Industry Association New Good Neighbor Award in 2009 for the HCCC Culinary Conference Center, among others; and,

**WHEREAS**, in recognition of the important contributions of community and technical colleges to our total educational system, in 1985 the United States Congress authorized and requested then President Ronald Reagan to issue Proclamation 5418 establishing a National Community College Month;

**NOW, THEREFORE, BE IT RESOLVED**, the Hudson County Community College Board of Trustees recognizes April 2019 as Hudson County Community College Month.

**INTRODUCED BY:** The Board as a Whole

**SECONDED BY:** The Board as a Whole

**DATE:** April 16, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley 4-16-19  
 Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 16, 2019**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 6:00 P.M.

**INTRODUCED BY:** Bakari Lee

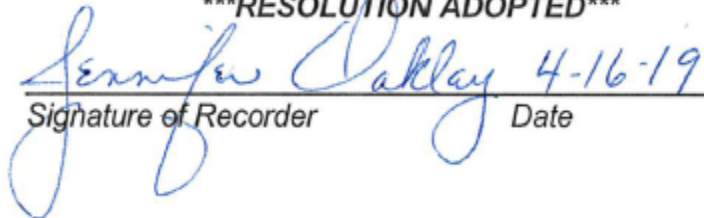
**SECONDED BY:** Pamela Gardner

**DATE:** April 16, 2019

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>AYE</u>
Gardner, Pamela	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

 4-16-19  
Signature of Recorder Date