

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ
5:00 P.M.

Regular Meeting--Board of Trustees
June 12, 2012

AGENDA

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
la. SWEAR IN NEW TRUSTEE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Katia Stack, Secretary/Treasurer
Alfred Zampella

- 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 and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)*

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Gabert
1. *Minutes of Previous Meetings*
2. *Gifts, Grants, and Contracts*

- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Gabert

- VIII. PERSONNEL RECOMMENDATIONS** Dr. Gabert

- IX. ACADEMIC AND STUDENTS AFFAIRS** Dr. Gabert

- X. NEW BUSINESS** Mr. Netchert

- XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

| | |
|---|----------------|
| <i>Joseph Cundari, Trustee Emeritus, ex-officio</i> | <u>ABSENT</u> |
| <i>Karen A. Fahrenholz</i> | <u>PRESENT</u> |
| <i>James Fife</i> | <u>ABSENT</u> |
| <i>Glen Gabert - President, ex officio</i> | <u>PRESENT</u> |
| <i>Roberta Kenny</i> | <u>PRESENT</u> |
| <i>Joanne Kosakowski</i> | <u>ABSENT</u> |
| <i>Bakari Lee</i> | <u>PRESENT</u> |
| <i>William J. Netchert</i> | <u>PRESENT</u> |
| <i>Jeanette Peña</i> | <u>PRESENT</u> |
| <i>Adrienne Sires</i> | <u>PRESENT</u> |
| <i>Katia Stack</i> | <u>PRESENT</u> |
| <i>Alfred Zampella</i> | <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, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

CALL TO ORDER

I. FLAG SALUTE

1a. SWEAR IN NEW TRUSTEE

Jeanette Peña

OATH OF OFFICE

*I, Jeanette Peña, do solemnly swear that I will support the constitution of the United States and
The Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and
that I will faithfully, impartially, and justly perform all the duties of the Office of Trustee of Hudson County
Community College, according to pertinent New Jersey statutes and the New Jersey Administrative Code
and to the best of my ability, so help me god.*

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) expressed the importance for the negotiation process to move along.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Professor Theodore Lai received recognition and a gift for his 15 years of service as advisor of the Beta Alpha Phi Chapter from Phi Theta Kappa's Center for Excellence.

Nicholas Micucci, Director, Conference Center (joined staff April 14, 2003) and Vilma Mory, Financial Aid Assistant (joined staff June 1, 1994) retiring June 30, 2012, were acknowledged and presented with a gift for their dedication and service to the College.

Frank Mercado, Vice President for College Operations introduced staff from the Safety and Security Department. He gave a presentation on the "HCCC Emergency Management Plan and Quick Reference Guide." Within the coming weeks, an announcement will be made with instructions on how to access the Plan on the College's portal.

Dr. Gabert reported on the following items.

- The Board of School Estimate and the Freeholders have awarded the College \$700,000+ for capital repairs and \$8M for the College Library Project.*
- There is a possibility that a bond issue for higher education will be on the November ballot and that HCCC would benefit if it were passed.*
- HCCC's fall enrollments currently are up 7% over the same point in time a year ago.*

Trustee Bakari Lee reminded trustees that NJCCC is having its annual meeting, June 18th at the Trenton Marriott.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of May 8, 2012 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 May 8, 2012.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Carl D. Perkins Career and Technical Education Act
AGENCY: New Jersey Department of Education
PURPOSE OF GRANT: Support Career and Technical Education
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$847,830
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 7/1/12 – 6/30/13

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Grants Report listed above.

RESOLUTION: Now, therefore, be it resolved that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations #1 and #2.

INTRODUCED BY: Katia Stack

SECONDED BY: Bakari Lee

DATE: June 12, 2012

| | |
|--------------------------|-------------------|
| Fahrenholz, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>ABSTAIN #1</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

7 Ayes..... 1 Abstention..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley
Signature of Recorder

6-12-12
Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Culinary Conference Center
161 Newkirk Street
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES
May 8, 2012**

MINUTES

I. CALL TO ORDER – FLAG SALUTE 5:00 PM

II. ROLL CALL AND RECOGNITION OF VISITORS

PRESENT: *Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Adrienne Sires, and Alfred Zampella.*

ABSENT: *Joseph Cundari, Trustee Emeritus, (ex officio), and Katia Stack*

Counsel to the Board: Sheri Siegelbaum, Esq. for Scarinci & Hollenbeck

The meeting was called to order by William Netchert at 5:00 p.m. and roll called by Jennifer Oakley.

HCCC staff and visitors present were: John Delooper, Michael Ferlise, Renee L. Ford, Eric Friedman, Lloyd Kahn, Chanida Katkanant, Kris Krishnan, Frank Mercado, Randi Miller, Patrick Moore, Barbara Netchert, Sheral Scott, Ismael Randazzo, Qamar Raza, Chris Wahl, and Vinny Zicoello, .

III. COMMENTS FROM THE PUBLIC

Michael Ferlise, President, Faculty Senate spoke about the recent request he made for greater faculty recognition on the College portal. He thanked President Gabert and Academic Vice President Eric Friedman for the encouraging signs to rectify this. He added that the Faculty Senate's objective is for 1) official recognition; 2) a meaningful role and inclusion; and 3) democratic reform of the All-College Council.

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) congratulated Chris Wahl on his appointment to Dean of Arts and Sciences. He also expressed the desire of the faculty for team effort regarding negotiations

IV. CLOSED SESSION - None

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> |
|------------------|----------------------------------|-----------------------|
| Arnold Munoz | Lab Technician | 8/31/2012 |
| Anjali Thanawala | Coordinator, Non-Credit Programs | 5/23/2012 |

2. APPOINTMENT OF STAFF

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|---------------------|------------------------------|-----------------------|-------------------------|
| Jacqueline Castillo | Enrollment Support Assistant | 05/09/2012 | \$24,000 (pro-rated) |
| Jennifer Feliz | Human Resources Assistant | 05/09/2012 | \$25,000 (pro-rated) |
| Christopher Wahl | Dean of Arts and Sciences | 05/09/2012 | \$95,000 (pro-rated) |

3. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MAY 08 – JUNE 30, 2012

| Last Name | First Name | Department | Title |
|---------------|------------|-----------------------------|-------------------|
| Alcid | Leah | Advisement & Counseling | PT Advisor |
| Barte | Dinah | Advisement & Counseling | Office Assistant |
| Caamano | Anita | Advisement & Counseling | PT Advisor |
| DaSilva | Jacqueline | Disability Support Services | Notetaker/Reader |
| Gonzalez | Daniel | Disability Support Services | Notetaker/Reader |
| Pacis-Lizares | Mary Anne | ESL/Bilingual | Student Assistant |

Introduced by: James Fife
 Seconded by: Adrienne Sires
 8 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. *New Degree Option: Associate in Arts – Liberal Arts, Theatre Arts Option*

Introduced by: Roberta Kenny

Seconded by: Adrienne Sires

8 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

1. *Resolution and Statement of Policy Concerning Project Labor Agreements*

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

XI. ADJOURNMENT 5:46 P.M.

Introduced by: James Fife

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Agreement between HCCC and Kearny Board of Education for Use of Kearny High School Classrooms for Evening Classes During Academic Year 2012 – 2013

REPORT/BACKGROUND:

For over twenty-five (25) years, HCCC has utilized Kearny High School (KHS) for evening classes on Tuesdays and Wednesdays during the Fall and Spring semesters. For academic year 2011-2012, a total of 253 students attended classes at the KHS facility. The rental cost for the year was \$4,000.00 per semester (i.e., \$30.00 per classroom – up to five (5) classrooms per night) for a total of \$8,000.00.

Kearny Board of Education has agreed there will be no increase in room rental for the upcoming Academic Year 2012 – 2013.

RECOMMENDATION:

The President, Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the agreement with the Kearny Board of Education of Kearny, New Jersey, for instructional use of classrooms in the evening at Kearny High School, at a total annual rental cost of \$8,000.00.

2. Agreement between HCCC and Bayonne Board of Education for Use of Bayonne High School Classrooms for Evening Classes for Academic Year 2012 - 2013

REPORT/BACKGROUND:

For eighteen (18) years, HCCC has utilized classrooms at Bayonne High School for evening classes on Tuesdays and Thursdays during the fall and spring semesters. Up until Academic Year 2008 there was no rental fee. Bayonne Board of Education permitted HCCC to use the facility free of cost. Three years ago the Board of Education determined it was necessary to charge rental for use of the facilities.

For academic year 2011-2012, 294 students attended classes at the Bayonne HS facility. The annual cost for rental was \$8,300 (i.e., \$4,150.00 per semester for five to seven classrooms per night).

Bayonne Board of Education has agreed there will be no increase in room rental for the upcoming Academic Year 2012-2013.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the agreement with Bayonne Board of Education of Bayonne, New Jersey, for instructional use of classrooms in the evening at Bayonne High School, at a total annual rental cost of \$8,300.00.

3. Agreement between HCCC and Hoboken Board of Education for Use of Hoboken High School Classrooms for Evening Classes During Academic Year 2012 - 2013

REPORT/BACKGROUND:

For over 20 years, HCCC has utilized classrooms at Hoboken High School (HHS) for evening classes on Mondays and Wednesdays during the fall and spring semesters. Up until Academic Year 2011 – 2012, there was no rental fee. Hoboken Board of Education permitted HCCC to use the facilities free of cost. During Academic Year 2012, the Board of Education determined it will be necessary to charge rental fee for use of the classrooms. The annual cost for rental is estimated at \$6,500.00 (i.e., \$3,250.00 per semester for two (2) classrooms per night).

Hoboken Board of Education has agreed there will be no increase in room rental for the upcoming Academic year 2012 – 2013.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the agreement with Hoboken Board of Education of Hoboken, New Jersey, for instructional use of classrooms in the evening at Hoboken High School, at an estimated annual cost of \$6,500.00.

4. Purchase of Internet Services FY 13

REPORT/BACKGROUND:

There is a need to provide network access and internet services to the College for Instructional and Administrative services. The New Jersey President's Council has created NJEDge.Net, a non-profit corporation, to provide a broadband statewide network designed to enhance the teaching, research and public service missions of New Jersey's Colleges and Universities. The range of capabilities, resources and services offer economies of scale, provide expanded opportunities for integrating reemerging technologies, and promote new forms of inter-instructional collaboration. This private statewide infrastructure effectively "raises the bar" for high performance data, voice and video capabilities and extends the reach of higher education of off-campus learners, K-12, as well as corporate and community constituents.

Use of the Network and Internet has greatly increased at the College and has become critical to our students, faculty and administration. NJEDge.Net gives the College the opportunity to continue to increase the capacity and speed of the internet service to accommodate the increase in usage.

The College Chief Information Technology Officer recommends the renewal of this service.

RECOMMENDATIONS:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the annual contract with NJEDge.Net of Newark, New Jersey, to provide internet services to the College, at a cost of \$111,050.00 for FY 13, to be funded from the operating budget.

5. Renewal of College's Campus-Wide Software License Agreement for FY 13

REPORT/BACKGROUND

There is a need to renew the College campus-wide software licenses. The College subscribes to Microsoft's Campus Agreement Program for licensing of the windows operating system, Microsoft Office programs and other Microsoft software. The College utilizes these licenses to support the various software that is run on the desktop p.c.'s, the computer room servers and the College computer labs.

The annual fee also covers all the upgrades that might be released by Microsoft during the year. The Campus Microsoft License Agreement is provided through authorized academic resellers. For fiscal year 2013, the College proposes to purchase the software licenses from Gov Connection, Inc. of Merrimack, New Hampshire State Contract Vendor # WSC6513, at a total cost of \$43,714.04.

The College Chief Information Officer recommends the renewal of the purchase of campus-wide software licenses for one (1) year from Gov Connection.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the purchase of the College's campus-wide software licenses for one (1) year from Gov Connection, Inc. of Merrimack, New Hampshire, State vendor #WSC6513, at an annual cost of \$43,714.04 to be funded from the operating budget. The contract is awarded from the State vendor list.

6. Award of Auditing Services for FY 2012

REPORTS/BACKGROUND:

The College is required to conduct an annual audit of College Financial Statements, credit hours generated and other financial aid related records. The audit must be conducted by a certified public accountant in accordance with A.I.P.C.A. standards and must be in compliance with all State of New Jersey regulations.

A request for proposals was advertised on the internet and local vendors were contacted. The R.F.P. was advertised beginning May 9, 2012 through May 22, 2012. The recommendation is to award Carr, Daley & Sullivan of Livingston, New Jersey, for a total sum not to exceed \$60,000.00.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Carr, Daley & Sullivan of Livingston, New Jersey, to perform the Audit for fiscal year ending June 30, 2012, for a total sum not to exceed \$60,000.00, to be funded from the operating budget. This contract is awarded pursuant to a fair and open process, as set forth in the pay-to-play law N.J.S.A. 19:44A-20.4.

7. Renewal of Annual Software Maintenance Agreement for FY 2013

WHEREAS, the College has a need to renew the annual software maintenance agreement; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term is fiscal year 2013; and

WHEREAS, Allister Business Solution of Freehold, New Jersey, is the proposed vendor to provide this maintenance agreement; at a cost not to exceed \$18,000; and the College Chief Information Officer recommends this purchase; and

WHEREAS, Allister Business Solution has completed and submitted Business Entity Disclosure Certifications which certifies that Allister Business Solutions has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Allister Business Solution from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Allister Business Solution of Freehold, New Jersey, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

8. Resolution Authorizing the Award of an Integrated Library System (ILS) Vendor for Fiscal Year 2013

REPORT/BACKGROUND:

The Integrated Library System (ILS) of the H.C.C.C. Library/LRC is the automated platform for running crucial Library functions such as cataloging, patron data input, and circulation. The Library/LRC has identified the need to migrate from our current SIRSI Symphony ILS now hosted on a Sun server that is over six (6) years old, to a cloud based computing environment. Migration to the cloud environment provided by SIRSIDynix from a server based environment will save the College approximately \$29,000 the first year.

SIRSIDynix Corporation of Lehi, Utah, is the proposed vendor to provide this service. SIRSI provides a secure environment for patron data, 24/7 critical care support, data backups and updates. The Library staff is already familiar with SIRSI ILS modules which migrates the need for extensive retraining. ITS and Datatel staff have also worked with the SIRSI system.

The College Chief Information Officer has approved this purchase.

The total cost for the first year is \$32,200. This includes a one-time cost of \$11,300 for data migration and installation, which will come from the FY 2012 budget. The annual subscription fee will be \$20,900 which will be funded from the FY 2013 budget. (Note: Purchasing Manager has the Business Entity Certification on File)

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve SIRSIDynix Corporation of Lehi, Utah, to provide the equipment and installation of the Integrated Library System, at a total cost of \$32,200.00, to be funded from the operating budget.

9. Award of Media Services (Fios) for Cable Advertisements for FY 13

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent had determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is fiscal year 2013; and

WHEREAS, Viamedia (Fios) of Lexington, Kentucky will run the ads on their cable stations at a cost of \$20,000. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

WHEREAS, Viamedia (Fios) has completed and submitted Business Entity Disclosure Certifications which certify that Viamedia (Fios) have not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Viamedia (Fios) from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Viamedia (Fios) of Lexington, Kentucky, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

10. Award of Media Services (Comcast Cable) for Cable Advertisements for FY 13

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is fiscal year 2013; and

WHEREAS, Comcast Cable of Philadelphia, Pennsylvania will run the ads on their cable stations. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

WHEREAS, Comcast Cable of Philadelphia has completed and submitted Business Entity Disclosure Certifications which certify that Comcast Cable has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Comcast Cable from making any reportable contributions through the term of the contract; and

WHEREAS, Comcast Cable of Philadelphia, Pennsylvania has submitted a proposal indicating that they will provide the cable advertising for the sum of \$20,020.20; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Comcast Cable of Philadelphia, Pennsylvania as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

11. Award of Media Services (Cablevision) for Cable Advertisements for FY 13

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is fiscal year 2013; and

WHEREAS, Cablevision of Bethpage, New York will run the ads on their cable stations at a cost of \$50,570.00. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

WHEREAS, Cablevision has completed and submitted Business Entity Disclosure Certifications which certify that Cablevision has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Cablevision from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Cablevision of Bethpage, New York as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

12. Award of Media Services (News 12) for Cable Advertisements for FY 13

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue a cable television campaign. Ads will run on the local cable television station throughout Hudson County; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is fiscal year 2013; and

WHEREAS, News 12 of Bethpage, New York will run the ads on their cable stations at a cost of \$21,464.00. Note: These are area sole source vendors for the target area. The design for the campaign/ads will be provided by the College's Communication Department; and

WHEREAS, News 12 has completed and submitted Business Entity Disclosure Certifications which certify that News 12 has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit News 12 from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with News 12 of Bethpage, New York, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

13. Resolution for Jones & Associates Communications, Inc. for Fiscal Year 2013

REPORT/BACKGROUND:

Jones & Associates Communications, Inc. was first retained by the College in January, 2003 to assist with and conduct public relations projects under the direction of the President in consultation with members of the Board of Trustees. The Finance Committee and the President recommend that the Firm continue to be retained through the 2013 fiscal year and that the scope of its engagement expanded to include the following: under the direction of the Board of Trustees and the President, serve as principal spokesman for the College to the media; in cooperation with appropriate members of the College staff, develop an updated marketing plan that will serve a guide for publications and other marketing activities; and recommend, develop and oversee public relations projects as directed and agreed to by the President in consultation with members of the Board of Trustees.

RESOLUTION:

WHEREAS, it has been determined that the College should use external services for public relations support; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the anticipated value of these services is in excess of \$17,500; and

WHEREAS, the anticipated term of this contract is one year beginning on July 1, 2012 through June 30, 2013; and

WHEREAS, it has been further determined that Jones & Associates Communications, Inc. of Jersey City, New Jersey indicate they will provide public relations support services for \$6,500 per month (\$78,000 annualized); and

WHEREAS, Jones & Associates Communications, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Jones & Associates Communications, Inc. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Jones & Associates Communications, Inc. from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Jones & Associates Communications, Inc., as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

14. Resolution Authorizing the Award of a Contract for Public Relations Consultant to WAM Consulting for Fiscal Year 2013

WHEREAS, the need for a consultant to assist the College with special projects, some of which are of a sensitive and critical nature and also a need for this consultant to attend meetings and act as a Liaison between the College and the Hudson County Board of Chosen Freeholders; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the anticipated value is in excess of \$17,500; and

WHEREAS, the anticipated term of this contract is one year beginning July 1, 2012 through June 30, 2013; and

WHEREAS, it has been determined that WAM Consulting of Jersey City, New Jersey will provide these services for \$3,000 per month (\$36,000 annually) plus pre-approved documented reimbursement expenses; and

WHEREAS, WAM Consulting has completed and submitted Business Entity Disclosure Certifications which certifies that WAM Consulting has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit WAM Consulting from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with WAM Consulting, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

15. Renewal of Fiber Contract for Campus Buildings Connectivity

REPORT/BACKGROUND:

The College has all their buildings connected for network access via leased fiber from Johnston Communications. The original contract dated April 23, 2001 had the provision for three 5 year renewal terms, ending 2016.

There is a need to continue the leasing of the fiber for all the buildings in Jersey City. This fiber will be provided by Johnston Communications, a N.J. State Contract Vendor (#M7000/73979), for FY 2013.

The Chief Information Officer recommends the renewal of these services.

RECOMMENDATIONS:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees renew the contract with Johnston Communications, a N.J. State Contract Vendor (#M7000/73979), to provide to the College, at a total cost of \$158,736.00 annually and funded from the operating budget.

16. Award of Consultant Services for Mission Review

REPORT/BACKGROUND:

The College has a need to use a consultant for the development of an updated Mission Review, inclusive of Vision and Values Statements. The consultant will develop and coordinate the mission review process and all relevant documents as required for the development of the plan.

The College Administration and the Trustee Ad-hoc Committee reviewed several proposals and recommends Rick Voorhees of Denver, Colorado be engaged to provide the services to the College at a cost not to exceed \$12,500.00.

The College Chief Financial Officer approves this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Rick Voorhees of Denver, Colorado, to perform consulting services, at a cost not to exceed \$12,500.00 to be funded from the operating budget.

17. Renewal of Student Accident & Sickness Insurance Program for FY 13

REPORT/BACKGROUND:

The student accident and sickness program is due for annual renewal for fiscal year 2013.

The student insurance, mandated by the State of New Jersey, is paid by full-time students who do not have their own coverage. The College collects the premiums from the students and forwards to the insurance company for coverage.

The College received a renewal proposal from T.L. Groseclose Associates, our current insurance agent, with no change in the premium rate of \$28 per student annually.

The College Chief Financial Officer approves this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the renewal of the Student Accident and Sickness Insurance Program with T.L. Groseclose Associates of Skillman, New Jersey, with an effective date of June 28, 2012, to be funded from student fees. The insurance coverage is exempted under pay-to-play regulations.

18. Purchase of Liability & Casualty Insurance FY 13

REPORTS/BACKGROUND:

There is a need to renew liability and casualty insurance.

The broker for the insurance pool is the Borden Perlman Agency. The proposal for FY 2013 is a total annual premium cost of \$299,113 per year. The Borden Perlman Agency provides this insurance through a pool of ten (10) community colleges which contributes to favorable premium rates and high limits of coverage. The College has reviewed the policies included in this program and determines that the pool affords the College access to appropriate coverage levels at favorable rates.

The annual premium coverage is noted below:

| | |
|--|-------------------------|
| Commercial Package Policy – Philadelphia Insurance Co. (Property, General Liability, Auto, School Board Legal Liability, Auto Inland, Marine, Crime, Systems, Boiler & Machinery) | \$211,133 |
| Commercial Liability Umbrella – Philadelphia Insurance Co. | \$11,124 |
| Education Legal Liability plus Special Excess, Data Security and Environmental Liability. | <u>\$76,856</u> |
| | Total: <u>\$299,113</u> |

The College Chief Financial Officer approves this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Borden Perlman Insurance Brokers of Lawrenceville, New Jersey, to provide liability and casualty insurance primarily through The Philadelphia Insurance Company for FY 2013, at a premium of

\$299,113. The costs will be funded through the operating budget. This award of insurance coverage is exempted under the pay-to-play regulations.

19. Resolution Pulled - Renewal of College's Campus-Wide Ellucian (Datatel) Software Maintenance Agreement FY 13 –

20. Award of Consultant Services for Security & Emergency Planning

REPORT/BACKGROUND:

The College has the need to use a consultant for Security and Emergency Management Planning Services. Stone Gate Associates will review and update Hudson County Community College's current written Emergency Management Plan to ensure it reflects current best emergency management practices as well as that it includes the latest requirements as set forth under the National Incident Management System (NIMS).

The College Vice President of Operations approves this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Stone Gate Associates, LLC of Holmdel, New Jersey, to provide a Security and Emergency Management Plan, at a cost not to exceed \$6,375.00. This item is funded from the operating budget.

21. Award of Consultant Services for the Redevelopment of the Health Information Technology Program

REPORT/BACKGROUND:

The College has the need to use a consultant to redevelop the Health Information Technology Program within the Health, Science and Technology Division. Issaac Topor of Health Information Services Inc. has been consulted to develop the curriculum, syllabi, and outcomes needed to provide the College with an accredited, transferable HIT program, as outlined in the USDOE Title V Allied Health Collaborative Grant. This consultant fee will be \$25,000.00 and grant funded.

RECOMMENDATION:

The President, the Administration and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Isaac Topor of Health Information Services, Inc., of Marlboro, New Jersey, to provide the services needed to redevelop the Health Information Technology Program, at a cost not to exceed \$25,000.00. This fee will be grant funded.

22. Award of Media Services for Transit Advertisement FY 13

WHEREAS, the College proposes to continue s transit sign campaign on buses and the light rail; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term of this contract is one year and the College has solicited a quote; and

WHEREAS, Titan Worldwide of Fairfield, New Jersey has submitted a quote indicating that they will provide bus and light rail advertising for the sum of \$60,797.89 ; and

WHEREAS, Titan worldwide has completed and submitted Business Entity Disclosure Certifications which certifies that Titan Worldwide has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Titan Worldwide from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with Titan Worldwide of Fairfield, New Jersey, as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process

23. Audio Visual Systems At Culinary Conference Center

REPORT/BACKGROUND:

The Board previously passed a resolution approving this purchase from Office Solutions, Inc. by New Jersey state contract # A42285, for a total amount of \$88,118. It is requested that the services be expanded to allow for the installation of a recessed screen in the amount of \$1,130, for a total revised cost of \$89,248. This project will be funded from the FY 13 operating budget.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the revised installation schedule and amount of the audio visual systems project, awarded to Office Solutions, Inc., of Warren, New Jersey, state contract # A42285.

24. Culinary Arts Institute Specialty Foods Purchase

WHEREAS, the College Culinary Arts has a need for various specialty foods during the year; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the anticipated value is in excess of \$17,500; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, the HCCC Board of Trustees approved Baldor Specialty Foods, Inc. of Bronx, New York, as the vendor to provide these specialty foods, at a cost of \$61,000.00; and

WHEREAS, The Culinary Arts Program has a need to increase the resolution by \$4,000.00 for a total of \$65,000.00; and

WHEREAS, Baldor Specialty Foods, Inc., has completed and submitted Business Entity Disclosure Certifications which certifies that Baldor Specialty Foods, Inc. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will

prohibit Baldor Specialty Foods, Inc. from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Baldor Specialty Foods, Inc. as a pay-to-play certified vendor as described herein; and*

BE IT FURTHER RESOLVED *that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.*

25. Culinary Arts Institute Award of Food & Cleaning Supplies & Small Implements Vendor for Culinary Arts Program

WHEREAS, *the College Culinary Arts has a need for various food cleaning supplies and small implements products for the Culinary Arts Program during the year; and*

WHEREAS, *this service is pursuant to the Business Entity Disclosure Process; and*

WHEREAS, *the Purchasing Agent has determined and certified in writing that the anticipated value is in excess of \$17,500; and*

WHEREAS, *the anticipated term is fiscal year 2012; and*

WHEREAS, *the HCCC Board of Trustees approved Sysco Food Service of Jersey City, New Jersey, as the vendor to provide these services at a cost of \$67,000.00; and*

WHEREAS, *The Culinary Arts Program has a need to increase the resolution by \$3,000.00 for a total of \$70,000.00; and*

WHEREAS, *Sysco Food Services of Jersey City, New Jersey, has completed and submitted Business Entity Disclosure Certifications which certifies that Sysco Food Services has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Sysco Food Services from making any reportable contributions through the term of the contract; and*

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

NOW, THEREFORE, BE IT RESOLVED *that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement with Sysco Food Services as a pay-to-play certified vendor as described herein; and*

BE IT FURTHER RESOLVED *that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.*

26. Award of a Food Vendor for the Culinary Arts Institute

WHEREAS, *the College has a need to purchase various Meat products for the Culinary Arts Program during the year; and*

WHEREAS, *this service is pursuant to the Business Entity Disclosure Process; and*

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, the HCCC Board approved Green Tree Packing Co, of Passaic, New Jersey as the proposed vendor to provide meat products, at a cost of \$60,000.00; and

WHEREAS, Culinary Arts has a need to increase the resolution by \$4,000.00 for a total of \$64,000.00; and

WHEREAS, Green Tree Packing Co. has completed and submitted Business Entity Disclosure Certifications which certifies that Green Tree Packing Co. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Green Tree Packing Co. from making any reportable contributions through the term of the contract; and

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Green Tree Packing Co. of Passaic, New Jersey as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administration, Lease and Capital Recommendations 1 - 26:** 1) Agreement between HCCC and Kearny Board of Education for Use of Kearny High School Classrooms for Evening Classes During Academic Year 2012 – 2013; 2) Agreement between HCCC and Bayonne Board of Education for Use of Bayonne High School Classrooms for Evening Classes During Academic Year 2012 – 2013; 3) Agreement between HCCC and Hoboken Board of Education for Use of Hoboken High School Classrooms for Evening Classes During Academic Year 2012 – 2013; 4) Purchase of Internet Services FY 13; 5) Renewal of College's Campus-Wide Software License Agreement for FY 13; 6) Award of Auditing Services for FY 2012; 7) Renewal of Annual Software Maintenance Agreement for FY 2013; 8) Resolution Authorizing the Award of a Integrated Library System (ILS) Vendor for Fiscal Year 2013; 9) Award of Media Services for Cable Television Advertisements FY 13 (FIOS); 10) Award of Media Services for Cable Television Advertisements FY 13 (Comcast Cable); 11) Award of Media Services for Cable Television Advertisements FY 13 (Cablevision); 12) Award of Media Services for Cable Television Advertisements FY 13 (News 12); 13) Resolution for Jones & Associates Communications Inc. for Fiscal Year 2013; 14) Resolution Authorizing the Award of a Contract for Public Relations Consultant to WAM Consulting for Fiscal Year 2013; 15) Renewal of Fiber Contract for Campus Buildings Connectivity; 16) Award of Consultant for Preparation of Revised College Mission Statement; 17) Renewal of Student Accident & Sickness Insurance Program FY 13; 18) Purchase of Liability & Casualty Insurance FY 13; **Resolution #19 Pulled**; 20) Award of Consultant Services for Security & Emergency Planning; 21) Award of Consultant Services for Redevelopment of Health Information Technology Program; 22) Award of

Media Services for Transit Advertisement FY 13; 23) Audio Visual Systems at Culinary Conference Center; 24) Culinary Arts Institute Specialty Foods Purchase; 25) Culinary Arts Institute Award of Food & Cleaning Supplies & Small Implements Vendor for the Culinary Arts Program; and 26) Award of a Food Vendor for the Culinary Arts Institute.

INTRODUCED BY: Katia Stack

SECONDED BY: Karen Fahrenholz

DATE: June 12, 2012

| | |
|--------------------------|---------------|
| Fahrenholz, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>AYE</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

6-12-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|--------------------|---|----------------------------------|---------------------------------|
| Joseph Caniglia | Instructor, English Academic Foundations | 08/15/2012 | 36,000 (pro-rated) |

Note: This is a replacement for Chae Sweet. This is an approved tenure track faculty position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|--------------------|--|----------------------------------|---------------------------------|
| Shannonine Caruana | Instructor, ESL Academic Foundation | 08/15/2012 | 36,000 (pro-rated) |

Note: This is a replacement for Paul Dubrow. This is an approved tenure track faculty position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|--------------------|---|----------------------------------|---------------------------------|
| Claudia Delgado | Instructor, Math Academic Foundation | 08/15/2012 | 36,000 (pro-rated) |

Note: This is an approved tenure track faculty position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|--------------------|---------------------------------------|----------------------------------|---------------------------------|
| Ara Karakashian | Instructor, Hospitality Management | 08/15/2012 | 39,125 (pro-rated) |

Note: This is an approved tenure track faculty position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|--------------------|---------------------|----------------------------------|---------------------------------|
| Joseph Pascale | Head Tutor, ESL | 06/13/2012 | \$33,000 (pro-rated) |

Note: This is a replacement for Joan Zayda.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|--------------------|----------------------|----------------------------------|---------------------------------|
| Toni Taylor | HHS Site Coordinator | 06/13/2012 | \$38,000 (pro-rated) |

Note: This is an approved grant funded position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|----------------|--------------------------------------|-----------------------|-------------------------|
| Niala Seetahal | Supplemental Instruction Coordinator | 06/13/2012 | \$38,000 (pro-rated) |

Note: This is an approved grant funded position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|-----------------|----------------------------------|-----------------------|-------------------------|
| Jennifer Dudley | Dean of Non-Traditional Programs | 06/13/2012 | \$95,000 (pro-rated) |

Note: This is an approved position.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|------------------|--|-----------------------|-------------------------|
| Sabrina Magliulo | Director, Educational Opportunity Fund | 06/13/2012 | \$55,000 (pro-rated) |

Note: This is a replacement for Ruben Melendez.

| <u>Name</u> | <u>Title</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|------------------|----------------------|-----------------------|-------------------------|
| Chenelle Coleman | Admissions Recruiter | 06/13/2012 | \$32,000 (pro-rated) |

Note: This is a replacement for Joel Paula.

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. 1.

2. MODIFICATIONS OF STAFFING TABLE EFFECTIVE JUNE 13, 2012.

REPORTS/BACKGROUND

Title Change

FROM: Customer Service Manager
TO: Customer Service Coordinator (Receiving/Mailroom)

FROM: Director, Library/Learning Resources Center
TO: Executive Director, Library/Learning Resources Center

Add Title:

Administrative Assistant, Office of College Life
 Manager, Web & Portal Services

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modification of Staffing Table above as Personnel Recommendation Item No. 2.

3. TRANSFERS

REPORTS/BACKGROUND

| | | |
|--------------------|--|-------------------------|
| <u>Name</u> | <u>Department/Title</u> | <u>Effective</u> |
| Hope Stephenson | <u>FROM:</u> Administrative Assistant, Dean of Arts & Science | 06/13/2012 |
| | <u>TO:</u> Administrative Assistant, Office of College Life | |

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Transfer above as Personnel Recommendation Item No. 3.

4. APPOINTMENT OF CONTINUING AND NEW PART-TIME HIRES FOR FY 13.

| Last Name | First Name | Department | Title |
|------------------|-------------------|-------------------------|-------------------------------|
| Ali | Hafsa | Academic Affairs | Evening/Weekend Administrator |
| Bakheet | Hussein | Academic Affairs | Evening/Weekend Administrator |
| Choudry | Abuibraheem | Academic Affairs | Evening/Weekend Administrator |
| James | Sheila | Academic Affairs | Evening/Weekend Administrator |
| Lumbsden | Dwayne | Academic Affairs | Evening/Weekend Administrator |
| Maignan | Jesse | Academic Affairs | Evening/Weekend Administrator |
| Testa | George | Academic Affairs | Evening/Weekend Administrator |
| Bhatti | Khurram | Admissions | Student Ambassador |
| Alcid | Leah | Advisement & Counseling | Advisor |
| Brabant | Nathan | Advisement & Counseling | Advisor |
| Caamano | Anita | Advisement & Counseling | Advisor |
| Casiano | John | Advisement & Counseling | Advisor |
| Crosby | Ashley | Advisement & Counseling | Advisor |
| Gomez | Andrea | Advisement & Counseling | Advisor |
| Gomez | Luis | Advisement & Counseling | Advisor |
| Livesay | Lewis | Advisement & Counseling | Advisor |
| Matamoros | Jonathan | Advisement & Counseling | Advisor |
| McLaughlin | Craig | Advisement & Counseling | Advisor |
| Pearson | Kristen | Advisement & Counseling | Advisor |
| Perry | Robert | Advisement & Counseling | Advisor |
| Procel | Sandra | Advisement & Counseling | Advisor |
| Rossilli | Denise | Advisement & Counseling | Advisor |
| Tomasko | Dana R | Advisement & Counseling | Advisor |
| Wendolowski | Jenna | Advisement & Counseling | Advisor |
| Thomas | Danielle | Advisement & Counseling | Assistant |
| Barte | Dinah L | Advisement & Counseling | Front Desk Assistant |

| | | | |
|------------------|-----------|--------------------------------|----------------------|
| Sipes | Raven | Advisement & Counseling | Front Desk Assistant |
| Delemos | Jacquelyn | Bursar's Office | Cashier |
| Guirantes | Brienne | CBI/Community Education | Office Assistant |
| Santos | Blanca | CBI/Community Education | Office Assistant |
| Adames | Joyce | CBI/Community Education | Instructor |
| Aguillera | Edberto C | CBI/Community Education | Instructor |
| Anton | Luis | CBI/Community Education | Instructor |
| Banzon | Amelia | CBI/Community Education | Instructor |
| Baxer | Paul | CBI/Community Education | Instructor |
| Carbonell | Rodolfo | CBI/Community Education | Instructor |
| Farooq | Tanveer | CBI/Community Education | Instructor |
| Fluks | Patricia | CBI/Community Education | Instructor |
| Hertz | Ismael | CBI/Community Education | Instructor |
| Karnicka | Joanna | CBI/Community Education | Instructor |
| Krause | Helen | CBI/Community Education | Instructor |
| Lacsamana | Corazon | CBI/Community Education | Instructor |
| Magno | Paul L. | CBI/Community Education | Instructor |
| McDonough | Joann | CBI/Community Education | Instructor |
| Moruzzi | Victor | CBI/Community Education | Instructor |
| Osama | A. Helmy | CBI/Community Education | Instructor |
| Primavera | James | CBI/Community Education | Instructor |
| Randazzo | Ismael | CBI/Community Education | Instructor |
| Raz | Omar | CBI/Community Education | Instructor |
| Ritter | David | CBI/Community Education | Instructor |
| Roderick | Fernand | CBI/Community Education | Instructor |
| Rowan | Scott | CBI/Community Education | Instructor |
| Rubio | Armando | CBI/Community Education | Instructor |
| Santos | Milagros | CBI/Community Education | Instructor |
| Saunders | Daniel | CBI/Community Education | Instructor |
| Schenider | W. Robert | CBI/Community Education | Instructor |
| Snow | Hugh | CBI/Community Education | Instructor |
| Valcarcel | Alicia | CBI/Community Education | Instructor |
| Wilkinson | Meredith | CBI/Community Education | Instructor |
| Williamson-McKie | Taneya | CBI/Community Education | Instructor |
| Albanese | Richard | Center for Business & Industry | Instructor |
| Bianchi | Thomas | Center for Business & Industry | Instructor |
| Blakely | Glenda | Center for Business & Industry | Instructor |
| Dammelen | Roeland | Center for Business & Industry | Instructor |
| Elkholy | Mariam | Center for Business & Industry | Office Assistant |
| Gazsi | Shirley | Center for Business & Industry | Instructor |
| Loria | Peter | Center for Business & Industry | Instructor |

| | | | |
|---------------|-----------|--------------------------------|--|
| Machado | Carlos | Center for Business & Industry | Instructor |
| Venturo | Martin | Center for Business & Industry | Instructor |
| Zamalin | Marina | Center for Distance Ed. | PT Instructional Technologist |
| Fuentes | Christina | Communications | Communication Assistant |
| Torres | Nathalie | Communications | Student Assistant |
| Da Silva | Susan | Community Education | Culinary Non-Credit Instructor |
| Hamer | Robert | Community Education | Culinary Non-Credit Instructor |
| Ridel | Alain | Community Education | Culinary Non-Credit Instructor |
| Schults | Francine | Community Education | Culinary Non-Credit Instructor |
| Soto | Yvonne | Community Education | Culinary Non-Credit Instructor |
| Welmer-Elkas | Sandra | Community Education | Culinary Non-Credit Instructor |
| Whiteman | Stephen | Community Education | Culinary Non-Credit Instructor |
| Beltran | Evelyn | Community Education | ESL Non-Credit Instructor |
| Kamel | Helen | Community Education | ESL Non-Credit Instructor |
| Oliveros | Rosario | Community Education | ESL Non-Credit Instructor |
| Ramirez | Robert | Community Education | ESL Non-Credit Instructor |
| Zappy | Mark | Community Education | Homeland Security Instructor |
| Bolanos | Otoniel | Community Education | Instructor |
| Bolmer | Robert | Community Education | Instructor |
| Da Silva | Catherine | Community Education | Instructor |
| Delgado | Claudia | Community Education | Instructor |
| Elfante | Dom S | Community Education | Instructor |
| Kelley | Brian | Community Education | Instructor |
| McDonald | Sean R. | Community Education | Instructor |
| Roberts-Lehan | Lisa | Community Education | Instructor |
| Rossi | Alan | Community Education | Instructor |
| Sewilam | Maria | Community Education | Instructor |
| Washington | Wendy | Community Education | Instructor |
| White | Valerie | Community Education | Instructor/Non-Credit |
| Shpilbertz | Martina | Community Education | Non-Credit Instructor |
| Stevenson | Tanya | Community Education | Non-Credit Instructor |
| Domingo | Elaine | Community Education | NPT Instructor |
| Gilliam | Tanya | Community Education | NPT Instructor |
| Litchman | Martin | Community Education | NPT Instructor |
| Ivy | Karen | Community Education | NPT Instructor |
| Rahman | Sadaf | Community Education | Office Assistant |
| Rivera | Miriam | Community Education | Office Assistant |
| Sims | Najilaa | Community Education | Office Assistant |
| Nour | Samir | Community Education | Office Support |
| Kostick | Edward | Community Education | Principles of Life & Health Instructor |
| Morales | America | Community Education/ Culinary | Dishwasher |

| | | | |
|------------|-------------|--------------------------------|----------------------------|
| Robles | Rachel | Community Education/Non-Credit | Computer Instructor |
| Palma | Steven | Community Education/Non-Credit | Customer Service Assistant |
| Subia | Melissa | Community Education/Non-Credit | Customer Service Assistant |
| Texeira | Michael | Community Education/Non-Credit | Customer Service Assistant |
| Lacsamana | Corazon | Community Education/Non-Credit | Instructor |
| Bahr | Christopher | Community Education/Non-Credit | Instructor |
| Jacques | Stephanie | Community Education/Non-Credit | Instructor |
| Ritter | David | Community Education/Non-Credit | Instructor |
| Ankrah | Emmanuel | Community Education/Non-Credit | Instructor |
| Calafiore | Sergio | Community Education/Non-Credit | Instructor |
| Kay | Irina | Community Education/Non-Credit | Instructor |
| Low | Richard | Community Education/Non-Credit | Instructor |
| Phensri | Francis | Community Education/Non-Credit | Instructor |
| Rivera | Carmen | Community Education/Non-Credit | Instructor |
| Valcarcel | Alicia | Community Education/Non-Credit | Instructor |
| Wadhvani | Usha | Community Education/Non-Credit | Instructor |
| Stark | Marvin | Community Education/Non-Credit | Instructor Liberal Arts |
| Arena | Stephanie | Community Education/Non-Credit | NPT Instructor |
| Jenkins | Aniyah | Community Education/Non-Credit | Student Assistant |
| Sims | Raquel | Community Education/Non-Credit | Student Assistant |
| Cyrek | Witold | Computer Science | Lab Assistant |
| Lopez | Manuel | Controller's Office | Office Assistant |
| Candelaria | Miguel | Culinary Arts | Dishwasher |
| Cerda | Peter | Culinary Arts | Dishwasher |
| Kalifa | Nacera | Culinary Arts | Dishwasher |
| Nacera | Kalifa | Culinary Arts | Dishwasher |
| Ramirez | Daury Abad | Culinary Arts | Dishwasher |
| Rosario | Eliot | Culinary Arts | Dishwasher |
| Velez | Apolinar | Culinary Arts | Dishwasher |
| Aviles | Lillian | Culinary Arts | Dishwasher |
| Chait | Jeffrey | Culinary Non-Credit | Instructor |

| | | | |
|------------------|---------------|-----------------------------|--------------------------------|
| Clode | Anthony | Culinary Non-Credit | Instructor |
| Daughtry-Simon | Sharon | Culinary Non-Credit | Instructor |
| Jefferson | Tonja | Culinary Non-Credit | Instructor |
| MacInnes | James | Culinary Non-Credit | Instructor |
| Maluchnik | Dennis | Culinary Non-Credit | Instructor |
| Mohammaed | Nazam | Culinary Non-Credit | Instructor |
| Netta | Michael | Culinary Non-Credit | Instructor |
| Piatkowski | Dennis | Culinary Non-Credit | Instructor |
| Rio | Rosa | Culinary Non-Credit | Instructor |
| Spivack | Charles | Culinary Non-Credit | Instructor |
| Stamas | Leonidas | Culinary Non-Credit | Instructor |
| Stark | Marvin | Culinary Non-Credit | Instructor |
| Hall | Norris | Culinary Arts | Non-Credit Instructor |
| B'Chir | Kidada | Culinary Arts | Office Assistant |
| Herrador | Nicole | Culinary Arts | Office Assistant |
| Clode | Anthony | Culinary Arts | Receiving Clerk |
| Pukdeedamrongrit | Auchit | Culinary Arts | Receiving Clerk |
| Orellana | Daniel | Culinary Arts | Student Ambassador |
| Avengo | Victor | Culinary Non-Credit | Dishwasher |
| Kadko | Sam | Culinary Non-Credit | Instructor |
| Konig | Barbara | Culinary Non-Credit | Instructor |
| Lukeman | Meghan | Culinary Non-Credit | Culinary Non-Credit Instructor |
| Martinelli | Gina | Culinary Non-Credit | Instructor |
| Khouzman | Sami | Culinary/Non Credit | Instructor |
| Abon | Eusebio | Disability Support Services | Note taker/Reader |
| Alpapara | Victoria | Disability Support Services | Note taker/Reader |
| B'Chir | Kay | Disability Support Services | Note taker/Reader |
| Boodwah | Sandra | Disability Support Services | Note taker/Reader |
| Broadnax | Beverly Ann | Disability Support Services | Note taker/Reader |
| Cabezas | Javier | Disability Support Services | Note taker/Reader |
| Cuna | Angelica | Disability Support Services | Note taker/Reader |
| DaPonte | Marisa | Disability Support Services | Note taker/Reader |
| Dasilva | Jacqueline | Disability Support Services | Note taker/Reader |
| Davis Johnson | Nicole | Disability Support Services | Note taker/Reader |
| Dumencela | Angel Alfonse | Disability Support Services | Note taker/Reader |
| Ferri | John Paul | Disability Support Services | Note taker/Reader |
| Gonzalez | Daniel | Disability Support Services | Note taker/Reader |
| Jeffers | Alysa | Disability Support Services | Note taker/Reader |
| Lanier | Royal | Disability Support Services | Note taker/Reader |
| LaRusso | Faith | Disability Support Services | Note taker/Reader |
| Lindsey Jr. | Walter | Disability Support Services | Note taker/Reader |

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|---------------|------------|------------------------------|------------------------------|
| Medina | Swayzeen | Disability Support Services | Note taker/Reader |
| Nepomuceno | Bernadette | Disability Support Services | Note taker/Reader |
| Orellana | Ruth | Disability Support Services | Note taker/Reader |
| Reeves | Angelique | Disability Support Services | Note taker/Reader |
| Sanchez | Lotta | Disability Support Services | Note taker/Reader |
| Taylor | Danielle | Disability Support Services | Note taker/Reader |
| Taylor | Kim | Disability Support Services | Note taker/Reader |
| Taylor | Scott | Disability Support Services | Note taker/Reader |
| Valvano | Katrina | Disability Support Services | Note taker/Reader |
| Bumett | Laura | Disability Support Services | Sign Language Interpreter |
| Capofari | Doreen | Disability Support Services | Sign Language Interpreter |
| Carbett | Julie | Disability Support Services | Sign Language Interpreter |
| Diaz | Mary Ann | Disability Support Services | Sign Language Interpreter |
| Farley | Dana | Disability Support Services | Sign Language Interpreter |
| Farrell | Karen | Disability Support Services | Sign Language Interpreter |
| Gedacht | Julie | Disability Support Services | Sign Language Interpreter |
| Jackowsky | Margaret R | Disability Support Services | Sign Language Interpreter |
| Peluso | Joanna | Disability Support Services | Sign Language Interpreter |
| Rosenberg | Audrey | Disability Support Services | Sign Language Interpreter |
| Trunzo-Mosleh | Christina | Disability Support Services | Sign Language Interpreter |
| Santamaria | Christel | Educational Opportunity Fund | Classroom Assistant |
| Moore | Michele | Educational Opportunity Fund | Instructor |
| Wadhvani | Usha | Educational Opportunity Fund | Instructor |
| Harb | Kristina | Educational Opportunity Fund | Office Assistant |
| Hayes | Jennifer | Educational Opportunity Fund | Office Assistant |
| Irizarry | Giselle | Educational Opportunity Fund | Office Assistant |
| Pelaez | Jamie | Educational Opportunity Fund | Office Assistant |
| Casmir | Samuel | Educational Opportunity Fund | Office Assistant |
| Motta | Lais | Educational Opportunity Fund | Office Assistant |
| Derteano | Gloria | Educational Opportunity Fund | Peer Counselor |
| Monroe | Antonio | Educational Opportunity Fund | Peer Counselor |
| Rabines | Ivelisse | Educational Opportunity Fund | Peer Counselor |
| Rodriguez | Adriana | Educational Opportunity Fund | Peer Counselor |
| Zambrano | Ashley | Educational Opportunity Fund | Peer Counselor |
| Kellner-Weeks | Jane | Enrollment Services | Enrollment Support Assistant |
| Sanchez | Gonzalo | Enrollment Services | Enrollment Support Assistant |
| Shenouda | David | Enrollment Services | Enrollment Support Assistant |
| Simmons | Myla | Enrollment Services | Enrollment Support Assistant |
| Aguilar | Abraham | Enrollment Services | Student Ambassador |
| Bullock | Katrina | Enrollment Services | Student Ambassador |
| Deterville | Anoushka | Enrollment Services | Student Ambassador |

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|-------------|-------------|---------------------------------|-----------------------------|
| Elgawli | Fatima | Enrollment Services | Student Ambassador |
| Johnson | Wendy | Enrollment Services | Student Ambassador |
| Kandil | Hagar | Enrollment Services | Student Ambassador |
| Kong | Lingchan | Enrollment Services | Student Ambassador |
| Kouassi | Axel G | Enrollment Services | Student Ambassador |
| Mejias | Kiara | Enrollment Services | Student Ambassador |
| Moncion | Samantha | Enrollment Services | Student Ambassador |
| Parrales | Stanley | Enrollment Services | Student Ambassador |
| Perkins | Joanne | Enrollment Services | Student Ambassador |
| Tuzzo | Stephanie | Enrollment Services | Student Ambassador |
| Zaib | Sanah | Enrollment Services | Student Ambassador |
| Bobea | Jenny | ESL | Assistant ESL |
| Bouret | Angelina | ESL | Office Assistant |
| Valcarcel | Paola | ESL | Student Assistant |
| Borbon | Rochi C | ESL/Bilingual | Student Assistant |
| Arian | Gabriela | Financial Aid | Office Assistant |
| Cardo | Stephanie | Financial Aid | Office Assistant |
| Cortez | Maria Cielo | Financial Aid | Office Assistant |
| Leon | Aimee | Financial Aid | Office Assistant |
| Matos | Shaniqua | Financial Aid | Office Assistant |
| Mory | Marlene | Financial Aid | Office Assistant |
| Rosado | Claudia | Financial Aid | Office Assistant |
| Siddiqui | Samreen | Financial Aid | Office Assistant |
| Soriano | Sheila | Financial Aid | Office Assistant |
| Zehaf | Imane | Financial Aid | Office Assistant |
| Aguirre | Mauricio | Health, Science & Technology | Lab Assistant |
| Csiszer | Carlos | Health, Science & Technology | Lab Assistant |
| Tadjadine | Tahir | Health, Science & Technology | Lab Assistant |
| Velez | Julian | Health, Science & Technology | Lab Assistant |
| Tandacharry | Andray | Health, Science & Technology | Lab Assistant |
| Marte | Reina | Health, Science & Technology | Office Assistant |
| Williams | Sean | Health, Science & Technology | Office Assistant |
| Jones | Florine | Health, Science & Technology | Tutor |
| Ateeq | Mohammad | Humanities & Social Science | Student Assistant |
| Perez | Justin | Humanities & Social Science | Student Assistant |
| Almeda | Jordan | Information Technology Services | Instructional Lab Assistant |
| Bouabid | Walid | Information Technology Services | Instructional Lab Assistant |
| Cervantes | Sindy | Information Technology Services | Instructional Lab Assistant |
| Deschamps | Anthony | Information Technology Services | Instructional Lab Assistant |

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|------------------|------------|---------------------------------|-----------------------------|
| Edwards | Aycha | Information Technology Services | Instructional Lab Assistant |
| Elkholy | Mariam | Information Technology Services | Instructional Lab Assistant |
| Fernandez | Carlos | Information Technology Services | Instructional Lab Assistant |
| Garay | Kelly B. | Information Technology Services | Instructional Lab Assistant |
| Insuasti | Kevin | Information Technology Services | Instructional Lab Assistant |
| Loor-Mora | Rocio | Information Technology Services | Instructional Lab Assistant |
| Lopez | Ariel | Information Technology Services | Instructional Lab Assistant |
| Martinez-Escobar | Arely | Information Technology Services | Instructional Lab Assistant |
| Moussir | Rabah | Information Technology Services | Instructional Lab Assistant |
| Naik | Dhaval | Information Technology Services | Instructional Lab Assistant |
| Patel | Ashish | Information Technology Services | Instructional Lab Assistant |
| Patel | Krupali B. | Information Technology Services | Instructional Lab Assistant |
| Patel | Vibhuti | Information Technology Services | Instructional Lab Assistant |
| Patel | Radhika | Information Technology Services | Instructional Lab Assistant |
| Sanghavi | Hardik B. | Information Technology Services | Instructional Lab Assistant |
| Sebastiani | Edwin | Information Technology Services | Instructional Lab Assistant |
| Uribe | Daniel | Information Technology Services | Instructional Lab Assistant |
| Zahidi | Mohamed | Information Technology Services | Instructional Lab Assistant |
| Zuniga | Guillermo | Information Technology Services | Instructional Lab Assistant |
| Allouch | Jaouad | Information Technology Services | Lab Assistant |
| Ayala | Alejandra | Information Technology Services | Lab Assistant |
| Blanco | Jorge | Information Technology Services | Lab Assistant |
| Chavez | Celia | Information Technology Services | Lab Assistant |
| Coronel | Yesenia M | Information Technology Services | Lab Assistant |
| Cruz | Rosa | Information Technology Services | Lab Assistant |
| Disotell | Samantha | Information Technology Services | Lab Assistant |
| Faruque | Muhammad | Information Technology Services | Lab Assistant |

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|--------------|---------------|---------------------------------|----------------------------|
| Hernandez | Maydelin C | Information Technology Services | Lab Assistant |
| Lopez | Victor | Information Technology Services | Lab Assistant |
| Mena | Franklin | Information Technology Services | Lab Assistant |
| Mesa | Negdo | Information Technology Services | Lab Assistant |
| Mostafa | Salma | Information Technology Services | Lab Assistant |
| Ramos | Omar | Information Technology Services | Lab Assistant |
| Vijande | Ashley | Information Technology Services | Lab Assistant |
| Zapata | Christopher H | Information Technology Services | Lab Assistant |
| Rodriguez | Victor | Information Technology Services | Lab Assistant |
| Ramos | Jonathan | Information Technology Services | Lab Assistant |
| Santos | Michael | Information Technology Services | Lab Assistant |
| Soto | Waleska | Information Technology Services | Lab Assistant |
| Tadros | David | Information Technology Services | Lab Assistant |
| Brooks | Clifford | Learning Resource Center | Librarian |
| Cox | James | Learning Resource Center | Librarian |
| Dodds | John | Learning Resource Center | Librarian |
| Gawchik | Martha | Learning Resource Center | Librarian |
| Korn | Sister Joanne | Learning Resource Center | Librarian |
| Muhi | Amorfina | Learning Resource Center | Librarian |
| Romero | Jose | Learning Resource Center | Librarian |
| Sova | Cathleen | Learning Resource Center | Librarian |
| Baltimore | Shenelle | Learning Resource Center | Library Clerical Assistant |
| Crawford | Malkia | Learning Resource Center | Library Clerical Assistant |
| Elgebily | Soher | Learning Resource Center | Library Clerical Assistant |
| Hernandez | Antonia | Learning Resource Center | Library Clerical Assistant |
| Lynch | Jessika | Learning Resource Center | Library Clerical Assistant |
| Navarro | Aurora | Learning Resource Center | Library Clerical Assistant |
| Nelson | Jeanette | Learning Resource Center | Library Clerical Assistant |
| Nieves | Miguel | Learning Resource Center | Library Clerical Assistant |
| Richard | Robert | Learning Resource Center | Library Clerical Assistant |
| Rosado | Monica | Learning Resource Center | Library Clerical Assistant |
| Sahadeo | Krishna | Learning Resource Center | Library Clerical Assistant |
| Antolino | Lauren | Library/LRC | Librarian |
| Castelpietra | Janet | Library/LRC | Librarian |
| Odeh | Hussein | Library/LRC | Librarian |

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| Patel | Kiran | Library/LRC | Librarian |
| Scherler | Kate | Library/LRC | Librarian |
| Wilson | Richetta | Library/LRC | Librarian |
| Abon | Eusebio Pablo | Library/LRC | Library Clerical Assistant |
| Bellody | Kate | Library/LRC | Library Clerical Assistant |
| Deleon | Susanna | Library/LRC | Library Clerical Assistant |
| Gonsalves | Devika | Library/LRC | Library Clerical Assistant |
| Lewis | Akim John | Library/LRC | Library Clerical Assistant |
| Rios | Emir | Library/LRC | Library Clerical Assistant |
| Salazar | Willy | Library/LRC | Library Clerical Assistant |
| Sanchez | Lotta | Library/LRC | Library Clerical Assistant |
| Tubungbanua | Angelita V | Library/LRC | Library Clerical Assistant |
| Wilkes | Veronica | Library/LRC | Library Clerical Assistant |
| Balakrishnan | Niranjan | Mail & Copy Room | Mail Room/Copy Center Assistant |
| Laborde | Marina | Mail & Copy Room | Mail Room/Copy Center Assistant |
| Mahadiva | Amalan Paul | Mail & Copy Room | Mail Room/Copy Center Assistant |
| Pitre | Nestor | Mail & Copy Room | Mail Room/Copy Center Assistant |
| Casas | Michael | Mail & Copy Room | Student Assistant |
| Parekh | Tejal | Non-Credit Programs | Student Assistant |
| Desenna | Marguerita | Non-credit/community Ed | Instructor |
| Kanter | Deborah | Non-Credit/Community Ed | Holistic Instructor |
| Kaplan | Jennifer | Non-Credit/Community Ed | Arabic Instructor |
| Koopmans | Marilyn | Non-Credit/Community Ed | Instructor |
| Conte | George | Non-Credit/Culinary | Instructor |
| Pascale | Bruno | Non-Credit/Culinary | Instructor |
| Pascale | Frank | Non-Credit/Culinary | Instructor |
| Baldera | Jatna | North Hudson Center | Office Assistant |
| Grullon | Celeste | North Hudson Center | Office Assistant |
| Hernandez | Adan | North Hudson Center | Office Assistant |
| Badru | Nisa | President's Office | Alumni Assistant |
| Bautista | Lizzette | Student Activities (J) | Leadership/Community Service Coordinator |
| Parker | Teroy | Student Activities (J) | Intramural Sports Assistant |
| Godoy | Johana | Student Activities (NH) | Student Activities Assistant |
| Rowland | Sherry-Ann | Student Activities (NH) | Student Activities Assistant |
| Gurvica | Kristine | Student Affairs | Office Assistant |
| Marte-Canarte | Suany | Student Affairs | Clerical Assistant |
| Mercado | Steven | Testing Center | Testing Aide |
| Wooten | Taundra | Testing Center | Testing Aide |

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|------------|---------------|-------------------|-------|
| Aguilar | Maria | Tutorial Services | Tutor |
| Ahmed | Marystella | Tutorial Services | Tutor |
| Ahmed | Sanam | Tutorial Services | Tutor |
| Al Hossain | Mohammad | Tutorial Services | Tutor |
| Argueta | Javier | Tutorial Services | Tutor |
| Asjad | Naima | Tutorial Services | Tutor |
| Asjad | Subhana | Tutorial Services | Tutor |
| Avila | Gabriella | Tutorial Services | Tutor |
| Bamba | Aminata Edith | Tutorial Services | Tutor |
| Campbell | Ronnette | Tutorial Services | Tutor |
| Carrie | Johnny | Tutorial Services | Tutor |
| Carrillo | Phil | Tutorial Services | Tutor |
| Chauhan | Sagar | Tutorial Services | Tutor |
| Cruz | Joanna | Tutorial Services | Tutor |
| Daane | Mary C | Tutorial Services | Tutor |
| Dalton | Rose | Tutorial Services | Tutor |
| Davenport | Anthony | Tutorial Services | Tutor |
| Davis | Jill | Tutorial Services | Tutor |
| Dervishi | Aferdita | Tutorial Services | Tutor |
| Elshorhagy | Hala | Tutorial Services | Tutor |
| Er-Rich | Lahcen | Tutorial Services | Tutor |
| Fabara | Kenny | Tutorial Services | Tutor |
| Fahmy | Abla | Tutorial Services | Tutor |
| Gonzalez | Kristina | Tutorial Services | Tutor |
| Green | Virginia | Tutorial Services | Tutor |
| Grimaldi | Rose | Tutorial Services | Tutor |
| Henriquez | Johan M | Tutorial Services | Tutor |
| Horne II | Jeffrey | Tutorial Services | Tutor |
| Irizarry | Giselle | Tutorial Services | Tutor |
| James | Sheila | Tutorial Services | Tutor |
| Kay | Ilina | Tutorial Services | Tutor |
| Kouassi | Axel G | Tutorial Services | Tutor |
| Kutubuddin | Nipon | Tutorial Services | Tutor |
| Lopez | Cathrine | Tutorial Services | Tutor |
| Lubin | Matthew | Tutorial Services | Tutor |
| Mangunay | Rachelle | Tutorial Services | Tutor |
| Master | Yogesh | Tutorial Services | Tutor |
| Medina | Sandra | Tutorial Services | Tutor |
| Mehta | Poojan | Tutorial Services | Tutor |
| Mukherjee | Sharmila | Tutorial Services | Tutor |
| Muniz | Alexis | Tutorial Services | Tutor |

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|--------------|-------------|-------------------|-------------------|
| Na | Olivia | Tutorial Services | Tutor |
| Nasir | Aysha | Tutorial Services | Tutor |
| Nicholson | Jaheera | Tutorial Services | Tutor |
| Oden | Ruth | Tutorial Services | Tutor |
| Pascale | Joseph | Tutorial Services | Tutor |
| Perry | Robert | Tutorial Services | Tutor |
| Pipaliya | Ruchika | Tutorial Services | Tutor |
| Ponce | Anais | Tutorial Services | Tutor |
| Rivera | Carmen | Tutorial Services | Tutor |
| Rivera | Chayanne | Tutorial Services | Tutor |
| Sala | Steven X | Tutorial Services | Tutor |
| Sambula | Lisa | Tutorial Services | Tutor |
| Santos | Blanca | Tutorial Services | Tutor |
| Sharma | Push Push | Tutorial Services | Tutor |
| Siddiqui | Muhammad | Tutorial Services | Tutor |
| Somasundaram | Pamathi | Tutorial Services | Tutor |
| Sommers | Enkhsana | Tutorial Services | Tutor |
| St. Juste | Reginold | Tutorial Services | Tutor |
| Taylor | Beatrice | Tutorial Services | Tutor |
| Taylor-Tate | Dominique D | Tutorial Services | Tutor |
| Valcarcel | Alicia | Tutorial Services | Tutor |
| Villafane | Melissa | Tutorial Services | Tutor |
| Yasmeen | Faria | Tutorial Services | Tutor |
| Zulueta | Isabelita | Tutorial Services | Tutor |
| Campbell | Kyle | VP Finance Office | Student Assistant |

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-time Assignments listed above as Personnel Recommendation Item No.

4.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-4:** (1) Appointment of Staff, (2) Modifications of Staffing Table, (3) Transfer, and (4) Appointment of Additional New Part-Time Hires.

INTRODUCED BY: Katia Stack

SECONDED BY: Karen Fahrenholz

DATE: June 12, 2012

| | |
|--------------------------|---------------|
| Fahrenholz, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>AYE</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

8 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley 6-12-12
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

VIII. PERSONNEL RECOMMENDATIONS

5. HUDSON COUNTY COMMUNITY COLLEGE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

REPORTS/BACKGROUND:

On August 12, 2008 the Board of Trustees approved a revised Non-Discrimination/Anti Harassment Policy. That policy contains the stipulation that it will be reviewed annually and amended as appropriate.

RECOMMENDATION:

The President, the Administration, and the Personnel Committee has conducted its annual review and submits the attached updated Hudson County Community College Non-Discrimination/Anti Harassment Policy for approval.

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the attached Hudson County Community College Non-Discrimination/Anti Harassment Policy.

INTRODUCED BY: Katia Stack

SECONDED BY: Alfred Zampella

DATE: June 12, 2012

| | |
|--------------------------|---------------|
| Fahrenheit, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>AYE</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

8 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****


Signature of Recorder

6-12-12
Date



HUDSON
COUNTY
COMMUNITY
COLLEGE

**HUDSON COUNTY COMMUNITY COLLEGE
NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**

Human Resources Department: Policies and Procedures
Effective June 13, 2012

HCCC NON-DISCRIMINATION/ANTI-HARASSMENT POLICY

POLICY:

Hudson County Community College (hereinafter referred to as the "College ") has a strong commitment to provide a work environment free from unlawful harassment based on sex, affectional or sexual orientation, race, color, religion, national origin, age, disability, ancestry, atypical hereditary cellular or blood trait (AHCBT), liability for service in the Armed Forces of the United States, creed, handicap, marital status, familial status, genetic information, refusal to submit to genetic testing, refusal to provide genetic information, or nationality of that person or that person's spouse, partners, members, officers, managers, superintendents, agents, employees, business associates, suppliers, or customers (collectively the "protected classifications"). The College will not tolerate unlawful harassment. Acts or incidents of unlawful harassment should be promptly reported in accordance with the procedures outlined below. The College will promptly investigate all reports of unlawful harassment. Employees who violate this Policy will be subject to disciplinary action up to and including termination from employment. Employees who violate this Policy also risk personal legal liability.

PURPOSE:

To ensure all employees of the College a work environment free of any type of unlawful discrimination, including freedom from harassment on the basis of any protected classification.

PROVISIONS:

1. **Improper Conduct:** Instances that may violate the College's policy against harassment and which may result in disciplinary action include the following:

- Unwelcome remarks and actions based on the protected classifications. This may include, but is not limited to, inappropriate jokes, comments or posted materials.
- Threats or suggestions that an employee's employment work status will be adversely affected based upon the protected classifications.
- Affecting or denying employment opportunities or benefits to an employee based upon the protected classifications.
- Engaging in a negative tangible employment action based upon the protected classifications.
- Retaliation against an employee who has reported any alleged violation of this Policy or participated in an investigation related to this Policy.

2. **Sexual Harassment:** An important note must be made with respect to sexual harassment. Sexual harassment is defined as any unwelcome advance or request for sexual favors or any conduct of a sexual nature where:

- Submission is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of the harassing conduct is threatened to be used, as the basis of employment decisions; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or creates an intimidating, hostile, or offensive working environment.

Sexual harassment is different from sexual attraction or flirtation. Sexual harassment is unwelcome sexual attention which is demeaning and causes the recipient distress. Sexual harassment does not refer to occasional inoffensive compliments. However, comments or behavior which may be intended to be complimentary may be viewed by the recipient as unwelcome and a form of sexual harassment.

3. Supervisory Personnel: Every supervisor is responsible for preventing and reporting unlawful harassment. Failure to take action to stop unlawful harassment may be grounds for disciplinary action. Special care must be exercised by supervisors and managers whose actions or remarks may be mistakenly perceived as unlawful harassment. The subordinate may feel inhibited and may not disclose the unwelcome actions or remarks by the supervisor or person of higher rank. Unlawful harassment is not limited, however, to employees of different rank.

4. Complaint Procedure: Any employee who feels that he or she has been subject to harassment or has knowledge of a violation of this Policy should promptly report the incident directly to the Compliance Officer, Randi Miller. The designated alternate Compliance Officer is Frank Mercado. In the Compliance Officer's absence, or if circumstances prevent reporting the incident to the Compliance Officer, the employee can report the complaint to the alternate Compliance Officer. If circumstances prevent reporting the incident to the Compliance Officer or the alternate Compliance Officer, the employee can report the incident directly to the President of the College. A complaint of harassment under this Policy shall be investigated in a timely manner by an individual designated by the Compliance Officer or the President.

The College President will report to the Board of Trustees on an annual basis the name of the designated Compliance Officer, who will be required to report directly to the President.

A. The complaint filed must include the following information:

- (1) The name and department of the complainant;
- (2) The name and department of the charged party;
- (3) The nature and circumstances, in detail, of the alleged harassment, including but not limited to the injuries or consequences suffered by the complainant, the names of any witnesses to such actions and the duration of the actions questioned; and
- (4) Whether such harassment has been previously reported to a supervisor or other person, and if so, when and to whom.

B. Nothing in this section shall prevent the complainant from providing other information or documents he/she believes are essential to the fair adjudication of their case.

C. The initial complaint may be made orally or in writing. If the complaint is made orally, the Compliance Officer or the alternate shall reduce same to a written document, which shall, if it is deemed accurate, be signed by the complainant. If an individual is uncomfortable in making a written complaint, the College may proceed with its investigation without a formal written complaint.

5. Investigation Procedure: Once a complaint has been registered or a harassment situation has become known to the College, a prompt, fair and thorough investigation will be conducted to determine the meritorious character of the complaint.

If the College determines that unlawful harassment has occurred in violation of this Policy, the individual who engaged in such harassing conduct shall face immediate and appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges made against the individual and disciplinary action involving the individual. Disciplinary action may include

being suspended without pay pending any required hearing, a written warning, suspension, demotion, and/or termination of employment.

6. **Privacy:** The College encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result against such complaining individual as a result of the good faith reporting of harassment. In addition, anyone who assists in the filing of a complaint or in the investigation of a claim of harassment will be protected from reprisals and retaliation. Reprisal or retaliation may be the basis of a separate complaint, even if the complaint of harassment may be found to be without merit.

To the fullest extent possible, and so long as it does not inhibit the conducting of an investigation, all persons involved with a harassment complaint will be given the utmost protection of privacy.

7. **Liability:** Because the College prohibits harassment of its employees in any form, any individual charged with harassment in a civil action or by way of an administrative complaint shall be solely responsible for paying all costs of defense and/or any damages resulting there from which are awarded by any proper court of law or after an administrative hearing.

8. **False Accusations:** Since a charge of harassment is a grave and serious one, false accusations of harassment are, and will be treated as, a disciplinary offense and will result in a level of punishment appropriate for a person engaging in such behavior.

Any employee with questions regarding the College's Harassment Policy may contact the Compliance Officer.

ACKNOWLEDGEMENT FORM

As it is the duty and obligation of each trustee, officer and employee of the College to comply with this Non-Discrimination/Anti Harassment Policy, it shall be required of each of the above to complete an acknowledgement form, attached hereto as Exhibit A, to be maintained by the Compliance Officer of the Hudson County Community College for each officer or employee, indicating receipt of and compliance with the College's Non-Discrimination/Anti Harassment Policy.

EXHIBIT A
RECEIPT AND ACKNOWLEDGEMENT
OF THE NON-DISCRIMINATION/ANTI HARASSMENT POLICY

Subject to the terms of my employment or association with the College, I hereby acknowledge receipt of and compliance with the Non-discrimination/Anti harassment Policy of the Hudson County Community College.

Name

Position

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

- 1. New and on-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2012 - 2013 under the Learning Enables All Possibilities Program (LEAP)**

REPORT/BACKGROUND:

Hudson County Community College (HCCC) proposes agreements with ten school districts/charter or private schools in Hudson County for delivery of instruction in selected degree credit courses for high school students on the HCCC or high school campuses. Students will enroll in up to three (3) degree credit courses and will receive both college credit and high school credit upon successful completion. They will have access to HCCC's academic advising program, tutoring services, library resources and computer laboratories. In order to participate, in the LEAP (Learning Enables All Possibilities) Program, the students must successfully complete the College Placement Test (CPT); and must have the approval of their parents and guidance counselors. Some high schools also require their students to pass the High School Proficiency Assessment (HSPA).

The tuition for the LEAP program will be determined on an annual basis by agreement with the individual school districts and based on the type of course(s) instructor(s) and location. For academic year 2012 – 2013 (Fall/Spring/Summer I) for the majority of course offerings, a tuition rate of \$55.13 per credit will be applied for classes taught by HCCC faculty on the HCCC or high school campus. Differentiated tuition of \$27.95, \$38.30 or \$55.13 per credit will be applied for courses taught on the high school campus by the high school faculty or team taught by high school/HCCC faculty or where HCCC provides some equipment/supplies. The College will waive all general fees with the exception of selected laboratory fees. HCCC will not bill students directly for tuition, unless the school district identifies the students as self-paying students. Textbooks and/or any required transportation will be provided by the high school.

A. Hudson Catholic Regional High School – *new partnership*

Hudson Catholic is a small private school in Jersey City. Hudson County Community College and Hudson Catholic Regional High School will partner for the 2012 - 2013 academic year in providing their eleventh and twelfth grade students with a dual-credit program to be offered on the HCCC campus.

B. Hoboken High School (HHS) – *new partnership*

HCCC has offered evening credit classes on the HHS campus for many years; however, dual credit classes for the high school students represents a new LEAP partnership. At least (30) thirty students are expected to enroll in classes such as Speech, Sociology, and Psychology.

C. Hudson County Schools of Technology - High Tech and County Prep

During the 2011 - 2012 academic year over 150 students ranging from ninth through twelfth grades were enrolled in up to four college-level courses at HCCC. For the upcoming 2012 – 2013 academic year, students are expected to enroll in up to three courses to be offered after the school day at the high school site.

D. Jersey City Public Schools (JCPS)

For the past twenty-four years, HCCC and JCPS have partnered to offer college level courses in Criminal Justice, Legal Assisting, and Culinary Arts to students from high schools including: Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools. During the 2011-2012 academic year, 31 students enrolled in up to six college level credits. For the upcoming 2012 – 2013 academic year, up to 50 students are expected to enroll in Culinary Arts or Criminal Justice Courses.

With respect to Culinary Arts, up to 26 students will enroll in College Survival Skills and two Culinary Arts (Sanitation and Breakfast Cookery) courses contingent upon Perkins Funding. The classes will be taught by HCCC faculty on the HCCC campus for 12 Fridays in both Fall and Spring Semesters. Students will earn five (5) college credits upon successful completion of the program. Additionally, students who successfully complete the Sanitation course will receive a Serve Safe Certificate from The American National Standards Institute. JCPS will pay HCCC up to \$67,600.00 for the program, which includes tuition and fees, supplies, an end-of-year ceremony and related program expenses.

In addition to Culinary Arts, up to 25 students are expected to enroll in two 3-credit Criminal Justice courses (Intro to Criminal Justice and Intro to Criminal Law) on the HCCC campus. The differentiated tuition rate of \$55.13 per credit, per student will be applied. JCPS will pay HCCC up to \$8,269.50 for the program, which includes tuition. There are four separate agreements attached.

E. Kearny High School (KHS)

HCCC and KHS has partnered for at least ten years to offer college level courses for their high school students. However, the College has offered evening courses for members of the community at KHS for over 25 years. During ay 2011 – 2012, 190 high school students were enrolled in up to nine credits in six different courses. For the upcoming 2012 – 2013 academic year, students are expected to enroll in courses such as Music, Sociology, College Composition, and Psychology to be offered on the HCCC campus during the school day or as part of the evening offerings at the KHS site.

F. Memorial High School (MHS)

For about 15 years until the early 1990s, HCCC offered evening classes at MHS to augment our North Hudson offerings. The agreement between HCCC and West New York Board of Education – LEAP dual credit will mark the fourth academic year of partnership. For the 2012 – 2013 academic year, students are expected to enroll in College Composition I and Introduction to Theatre classes.

G. Miftaahul Uloom Academy (MUA)

Located in Union City, MUA - an Islamic school, participates in Project LEAP as a way to supplement its curriculum and enhance its students' overall academic experience. This will be the seventh consecutive year of partnership with MUA.

During the 2011 – 2012 academic year, twenty-five (25) students ranging from ninth through twelfth grades enrolled in up to 9 college-level credits at either at the HCCC or MUA campus. For the upcoming AY 2012 - 2013, students are expected to enroll in courses such as College Composition, College Algebra, Pre-calculus, and Anatomy and Physiology.

H. Rising Star Academy (RSA)

RSA is an Islamic school located also in Union City. During AY 2011 -2012, seventeen (17) students ranging from tenth through twelfth grades enrolled in Speech. This agreement will mark the second academic year of a promising LEAP dual credit partnership. For the AY 2012 – 2013, students are expected to enroll in Intro to Computers and Speech.

I. Union City School District

HCCC and Union City Board of Education has partnered for many years to offer college level courses for their high school students. For the upcoming academic year, credit classes will be offered to students from the Alternative Design Academy (ADA) and Union City High School (UCHS). Two separate agreements will be prepared for Union City Alternative Design Academy (ADA) and Union City High School (UCHS) to reflect separate funding sources.

- **Alternative Design Academy (ADA)**

During AY 2011 – 2012, 29 students ranging from tenth to twelfth grades enrolled in two three-credit courses (Speech and Psychology). For the upcoming AY 2012 – 2013, about 24 students are expected to enroll in the courses.

- **Union City High School Union City High**

For the upcoming AY 2012 - 2013, students are expected to enroll in up to three courses (College Algebra, Psychology, and College Composition) offered at the high school site.

J. North Bergen High School – new partnership

HCCC and North Bergen Board of Education will partner for the 2012 - 2013 academic year in providing their junior and senior students with a dual-credit program. Courses to be offered include College Algebra, College Composition, and Intro to Psychology.

By planning and working together, both HCCC and the school districts can provide opportunities for high achieving students to advance at their own pace, provide continuity in instruction, minimize unnecessary duplication of experiences and resources, encourage more students to pursue college degrees, and reduce the time and cost of earning such degrees.

RECOMMENDATION:

The President and Administration recommend that the Board of Trustees authorizes the President to execute separate agreements with the following school districts to provide degree credit course instruction to their students pursuant of the terms of the agreements:

- (a) Hudson Catholic Regional High School
- (b) Hoboken Board of Education
- (c) Hudson County Schools of Technology Board of Education - High Tech
- (d) Jersey City Public Schools - Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools
- (e) Kearny Board of Education
- (f) Memorial High School
- (g) Miftaahul Uloom Academy
- (h) Rising Star Academy
- (i) Union City Alternative Design Academy and Union City High School and
- (j) North Bergen Board of Education

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees accept the recommendation of the President and Administration, and authorize the President to execute separate agreements with the following school districts outlined above in **ITEM IX. Academic and Student Affairs Recommendation 1: New and On-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2012-2013:** (a) Hudson Catholic Regional High School (b) Hoboken Board of Education (c) Hudson County Schools of Technology Board of Education - County Prep and High Tech (d) Jersey City Board of Education - Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools (e) Kearny Board of Education (f) Memorial High School (g) Miftaahul Uloom Academy (h) Rising Star Academy (i) Union City Alternative Design Academy and Union City High School and (j) North Bergen Board of Education to provide degree credit course instruction to their students pursuant of the terms of the agreements.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: June 12, 2012

| | |
|--------------------------|---------------|
| Fahrenholz, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>AYE</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

8 Ayes..... 0 Nay
RESOLUTION ADOPTED

Jennifer Valley 6-12-12
Signature of Recorder Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
HUDSON CATHOLIC REGIONAL HIGH SCHOOL
FOR DUAL CREDIT PROGRAM (PROJECT LEAP)
ACADEMIC YEAR 2012~2013**



Hudson County Community College (HCCC) agrees to establish its partnership with Hudson Catholic Regional High School (HCRHS) to include on-campus dual credit programming. This approach permits HCRHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for Hudson Catholic Regional High School campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the Hudson Catholic Regional High School campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and Hudson Catholic Regional High School. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and Hudson Catholic Regional High School will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by Hudson Catholic Regional High School for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with Hudson Catholic Regional High School for administration of the College Placement Test.

3. Participating students must complete HCCC LEAP Applications. Hudson Catholic Regional High School will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Fiscal Arrangement

- A. Hudson Catholic Regional High School students will not be billed directly for tuition. The following per-credit charges are applicable for the program:
 1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities Hudson Catholic Regional High School will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, Hudson Catholic Regional High School will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, Hudson Catholic Regional High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 4. For courses taught by HCCC faculty on the HCCC campus, Hudson Catholic Regional High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 5. For courses taught by HCCC OR Hudson Catholic Regional High School faculty on the Hudson Catholic Regional High School campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), Hudson Catholic Regional High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
- B. The tuition rate for this program will be determined on an annual basis. For the 2012 - 2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Hudson Catholic Regional High School will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at Hudson Catholic Regional High School. Hudson Catholic Regional High School will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for Hudson Catholic Regional High School students in the dual enrollment program.
- D. Hudson Catholic Regional High School will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Hudson Catholic Regional High School

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
HOBOKEN BOARD OF EDUCATION FOR
DUAL CREDIT PROGRAM (PROJECT LEAP)
ACADEMIC YEAR 2012 – 2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Hoboken Board of Education to include on-campus dual credit programming. This approach permits Hoboken High School students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for Hoboken High School campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the Hoboken High School campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and Hoboken High School. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and Hoboken High School will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by Hoboken High School for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with Hoboken High School for administration of the College Placement Test.

3. Participating students must complete HCCC LEAP Applications. Hoboken High School will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012 - 2013

Students may enroll in the following courses to be offered over a one or two semester period:

- ENG 112 Speech
- PSY 101 Intro to Psychology

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. Hoboken High School students will not be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities Hoboken High School will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, Hoboken High School will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, Hoboken High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, Hoboken High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR Hoboken High School faculty on the Hoboken High School campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), Hoboken High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the 2012 – 2013 academic year, tuition for each three-credit course will be \$165.39 (\$55.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Hoboken Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at Hoboken High School.

C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for Hoboken High School students in the dual enrollment program.

D. Hoboken High School will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Superintendent or Designee
Hoboken Board of Education

Date

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
HUDSON COUNTY SCHOOLS OF
TECHNOLOGYBOARD OF EDUCATION
FOR DUAL CREDIT (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Hudson County Schools of Technology (High-Tech & County Prep) to include on-campus dual credit programming. This approach permits High Tech and County Prep High School students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the high school campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and High Tech and County Prep High Schools. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by High Tech and County Prep High Schools for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with High Tech and County Prep for administration of the College Placement Test.

3. Participating students must complete HCCC LEAP Applications. High Tech and County Prep will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012-2013

Students may enroll in the following courses to be offered over a one or two semester period:

- PSY 101 - Introduction to Psychology
- ENG 112- Speech
- SOC 101- Principals of Sociology

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

- A. High Tech and County Prep students will be billed directly for tuition. The following per-credit charges are applicable for the program:
 1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities the tuition will be \$27.95 per credit for each student.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, the tuition will be \$38.30 per credit for each student.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, the tuition will be \$55.13 per credit for each student.
 4. For courses taught by HCCC faculty on the HCCC campus, the tuition will be \$55.13 per credit for each student.
 5. For courses taught by HCCC OR High Tech High School faculty on the high school campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), the tuition will be \$55.13 per credit for each student.
- B. The tuition rate for this program will be determined on an annual basis. For the 2012-2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for High Tech and County Prep High School students in the dual enrollment program.
- D. High Tech High and County Prep High Schools will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Superintendent or Designee
Hudson County Schools of
Technology Board of Education

Date

Date



**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
JERSEY CITY BOARD OF EDUCATION FOR
THE DELIVERY OF CULINARY TRAINING PROGRAM INSTRUCTION
(PROJECT LEAP)
ACADEMIC YEAR 2012-2013**

Hudson County Community College (HCCC) agrees to provide instruction in selected training program up to twenty-six (26) high school students in the Food Service Program at Jersey City Board of Education (JCBOE) from Lincoln High School. The instruction will be performed by HCCC faculty on the HCCC campus for a total of twenty-four (24) Fridays in the 2012 - 2013 academic year.

Criteria and Commitment

Student participation is contingent upon the students completing a general admission application and a special program application; passing the High School Proficiency Assessment (HSPA); completing all high school graduation requirements with the exception of English and Physical Education; and gaining approval of their guidance counselor and parent(s).

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. Each semester, students will enroll in a Culinary Training Program for which they will receive high school credit with successful certificate of completion and have the option of transferring certificate into five college level credits.

Students will be enrolled in a Culinary Training Program in which they have met the prerequisites, and that have also been mutually agreed upon by the administration at HCCC and JCBOE. With the completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the student. At the end of the semester, HCCC will also directly mail a certificate of completion to the students' residences.

An end-of-the-year ceremony will be hosted by HCCC on or about May 24, 2013. The event will allow students to demonstrate what they have learned through the training program, and allow the district to celebrate the students' success. HCCC will be responsible for providing the venue and the refreshments. JCBOE will be responsible for all correspondence about the event to students, parents, high school personnel and invited guests.

Fiscal Considerations

The cost for this program will be determined on a yearly basis. For the 2012-2013 academic year, the cost of the program will be \$2,600 per student (\$67,600 based on 26 students enrolled). Upon completion of the Culinary Training Program students will have the option of transferring certificate of completion into five college level credit. This cost includes training, fees, supplies, an end-of-the-year ceremony and other related expenses. HCCC will not bill students directly for the program. Payment will be dispersed upon Perkins Grant approval through the Jersey City Board of Education in a two payment cycle; 50% by December 14, 2012 and 50% by May 13, 2013. Arrangements for any fiscal contributions from students, parents and/or a third party will be made by the administration at JCBOE.

Terms of Contract

This Agreement shall commence on September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before June 1, notifies the other party in writing of its intent to terminate the Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date



**ARTICULATION AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
THE JERSEY CITY BOARD OF EDUCATION
FOR DUAL CREDIT/TECH Prep 2+2 PROGRAMMING (PROJECT LEAP)
ACADEMIC YEAR 2012 -2013**

This agreement specifies the requirements and conditions for students from Jersey City Public High Schools to obtain articulated academic credit at Hudson County Community College (HCCC) for the LEAP courses completed on site at Hudson County Community College.

The requirements are as follows:

1. The high school must maintain status as a “certified” program in the LEAP Program.
2. Students’ participation is contingent upon (1) completion of a LEAP admission application; (2) passing the High School Proficiency Assessment (HSPA); (3) completion all high school graduation requirements with the exception of English and Physical Education; and (4) approval of their guidance counselor and parent(s). With the completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the students. Student will be accepted into Hudson County Community College’s Culinary LEAP Program.
3. Students must successfully complete two culinary courses including CAI 118 - Breakfast and Pantry CAI 113- Sanitation, and College Survival Skills- CSS 100. The instruction will be performed by HCCC faculty on the HCCC campus during the 2012 – 2013 academic year.
4. Students will earn college credit upon successful completion of each course.
5. At the end of the semester, students who successfully complete the two college level course will receive high school credit, five college credits (Breakfast and Pantry - CAI 118; Sanitation - CAI 113; College Survival Skills- CSS 100), and a Serv Safe Certification in Sanitation. Hudson County Community College will mail a Certificate of Completion directly to the student’s residence.
6. An end-of-the-year ceremony will be hosted by HCCC on or about May 24, 2013. The event will allow students to demonstrate what they have learned through the training program, and allow the district to celebrate the students’ success. HCCC will be responsible for providing the venue and the refreshments. JCBOE will be responsible for all correspondence about the event to students, parents, high school personnel and invited guests.

Annual review of the articulation agreement will be performed in June. Any changes to the agreement will apply to incoming students of Jersey City Public Schools.

Superintendent of Schools
Jersey City Board Of Education

Dr. Glen Gabert, President
Hudson County Community College

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
JERSEY CITY BOARD OF EDUCATION FOR
THE DELIVERY OF CREDIT COURSE INSTRUCTION (PROJECT LEAP)**

Hudson County Community College (HCCC) agrees to provide instruction in selected degree credit courses up to twenty-five (25) high school students in the Fire Science Program at Jersey City Board of Education (JCBOE) from Dickinson, Lincoln, Liberty and Snyder High Schools. The instruction will be performed by HCCC faculty on the HCCC campus for a total of thirteen (13) weeks in the Fall 2012 semester.

Criteria and Commitment

Student participation is contingent upon the students completing a general admission application and a special program application; passing the High School Proficiency Assessment (HSPA); completing all high school graduation requirements with the exception of English and Physical Education; and gaining approval of their guidance counselor and parent(s).

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. During the Fall 2012 semester, students will enroll in one or more degree-credit course(s) for which they will receive both high school and college credit with successful course completion.

Students will be enrolled in courses in which they have met the prerequisites, and that have also been mutually agreed upon by the administration at HCCC and JCBOE. With the completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the student. At the end of the semester, HCCC will forward final grades to the administration at JCBOE.

JCBOE students will enroll in two, three-credit courses (Introduction to Criminal Justice and Introduction to Criminal Law). HCCC will not bill students directly for the program. The Jersey City Board of Education will pay the cost of the program and textbooks for the courses.

Terms of Contract

This Agreement shall commence on September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before June 1, notifies the other party in writing of its intent to terminate the Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date



**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
JERSEY CITY BOARD OF EDUCATION
FOR THE DELIVERY OF CREDIT COURSE INSTRUCTION (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**

Hudson County Community College (HCCC) agrees to provide instruction in two 3-credit courses (Introduction to Criminal Justice and Introduction to Criminal Law) for up to twenty five high school students enrolled in the Jersey City Board of Education (JCBOE) Fire Science Program from Dickinson, Lincoln, Liberty and Snyder High Schools. The instruction will be performed by HCCC faculty on the HCCC campus for a total of thirteen (13) weeks during the Fall 2012 semester.

Criteria and Commitment

Students' participation is contingent on (1) completion of a HCCC general admissions application; (2) passing the High School Proficiency Assessment (HSPA); (3) completion of all high school graduation requirements with the exception of English and Physical Education; and (4) approval of their guidance counselor and parent(s). With completion of the program application, HCCC and JCBOE are authorized to exchange pertinent student information without additional release from the students.

Upon registration, students will receive a college identification card and will have full access to academic advisement, tutoring services, library resources and laboratories at HCCC. Students will receive both high school and college credit with successful course completion. At the end of the semester, HCCC will forward final grades to the administration at JCBOE.

Fiscal Considerations

A. For the 2012-2013 Academic Year, the cost of the program will be \$330.78 per student, which includes tuition (\$55.13 per credit x 6 credit hours). HCCC will not bill students directly for the program. The Jersey City Board of Education will pay tuition and fees, if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students, parents and/or a third party will be made by the administration at JCBOE. JCBOE will make arrangements for the purchase of required textbooks directly with the HCCC Bookstore.

Terms of Contract

This Agreement shall commence on September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before June 1, notifies the other party in writing of its intent to terminate the Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Jersey City Board of Education

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
KEARNY BOARD OF EDUCATION
FOR DUAL CREDIT PROGRAM (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Kearny High School (KHS) to include on-campus dual credit programming. This approach permits KHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for KHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the KHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and High Tech High School. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and KHS will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by KHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with KHS for administration of the College Placement Test.
3. Participating students must complete HCCC LEAP Applications. KHS will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012-2013

Students may enroll in the following courses to be offered over a one or two semester period:

- CSC 100- Intro to Computers
- PSY101- Intro to Psychology
- SOC 101 – Principles of Sociology
- MUS 101- Intro to Music
- ENG 112- Speech

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. KHS students will not be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities KHS will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, KHS will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, KHS will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
4. For courses taught by HCCC faculty on the HCCC campus, KHS will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
5. For courses taught by HCCC OR KHS faculty on the KHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), KHS will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.

B. The tuition rate for this program will be determined on an annual basis. For the 2012 – 2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Board of Education of Kearny will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at KHS. KHS will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.

C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for KHS students in the dual enrollment program.

D. KHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Kearny Board of Education

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
WEST NEW YORK BOARD OF EDUCATION
FOR DUAL CREDIT PROGRAM (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Memorial High School (MHS) to include on-campus dual credit. This approach permits MHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for MHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the MHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and MHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and MHS will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by MHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with MHS for administration of the College Placement Test.
3. Participating students must complete HCCC LEAP Applications. MHS will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012-2013

Students may enroll in the following courses to be offered over a one or two semester period:

- Intro to Theater- THA 102
- English Composition I- ENG 101

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

A. MHS students will be billed directly for tuition. The following per-credit charges are applicable for the program:

1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities the tuition rate will be \$27.95 per credit hour per student.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, the tuition rate will be \$38.30 per credit hour per student.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, the tuition rate will be \$55.13 per credit hour per student.
 4. For courses taught by HCCC faculty on the HCCC campus, the tuition will be \$55.13 per credit hour per student.
 5. For courses taught by HCCC OR MHS faculty on the MHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), the tuition rate will be \$55.13 per credit hour per student.
- B. The tuition rate will be determined on an annual basis. For the 2012 – 2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit) per student, and all general fees will be waived.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for MHS students in the dual enrollment program.
- D. MHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
West New York Board of Education

Date



**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
MIFTAAHUL ULOOM ACADEMY
FOR DUAL CREDIT PROGRAM (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**

Hudson County Community College (HCCC) agrees to re-establish its partnership with Miftaahul Uloom Academy (MUA) to include on-campus dual credit & Tech Prep 2+2 programming. This approach permits MUA students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for MUA campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the MUA campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and MUA. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and MUA will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by MUA for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with MUA for administration of the College Placement Test.
3. Participating students must complete HCCC LEAP Applications. MUA will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012-2013

Students may enroll in the following courses to be offered over a one or two semester period:

- MAT 100- College Algebra
- BIO 111- Anatomy and Physiology I

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

- A. MUA students will not be billed directly for tuition. The following per-credit charges are applicable for the program:
1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities MUA will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, MUA will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, MUA will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 4. For courses taught by HCCC faculty on the HCCC campus, MUA will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 5. For courses taught by HCCC OR MUA faculty on the MUA campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), MUA will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
- B. The tuition rate for this program will be determined on an annual basis. For the 2012-2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The MUA will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at MUA. MUA will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for MUA School students in the dual enrollment program.
- D. MUA will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Miftaahul Uloom Academy

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
RISING STAR ACADEMY
FOR DUAL CREDIT PROGRAM (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Rising Star Academy to include on-campus dual credit programming. This approach permits Rising Star Academy students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for Rising Star Academy campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the Rising Star Academy campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and Rising Star Academy. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and Rising Star Academy will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

4. Students selected by Rising Star Academy for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
5. HCCC will arrange with Rising Star Academy for administration of the College Placement Test.

6. Participating students must complete HCCC LEAP Applications. Rising Star Academy will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Fiscal Arrangement

- A. Rising Star Academy students will not be billed directly for tuition. The following per-credit charges are applicable for the program:
 1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities Rising Star Academy will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, Rising Star Academy will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, Rising Star Academy will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 4. For courses taught by HCCC faculty on the HCCC campus, Rising Star Academy will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 5. For courses taught by HCCC OR Rising Star Academy faculty on the Rising Star Academy campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), Rising Star Academy pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
- B. The tuition rate for this program will be determined on an annual basis. For the 2012 - 2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. Rising Star Academy will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at Rising Star Academy. Rising Star Academy will make arrangements directly with the Bookstore at HCCC or the publisher for textbook purchases.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for Rising Star Academy students in the dual enrollment program.
- D. Rising Star Academy will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Principal or Designee
Rising Star Academy

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
UNION CITY BOARD OF EDUCATION
ALTERNATIVE DESIGN ACADEMY
FOR DUAL CREDIT PROGRAMMING (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Union City Alternative Design Academy (ADA) to include on-campus dual credit programming. This approach permits ADA students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for ADA campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the ADA campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and ADA. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and ADA will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by ADA for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with ADA for administration of the College Placement Test.
3. Participating students must complete HCCC LEAP Applications. ADA will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012-2013

Students may enroll in the following courses to be offered over a one or two semester period:

- PSY 101- Intro to Psychology
- ENG 112- Speech

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

- A. ADA students will not be billed directly for tuition. The following per-credit charges are applicable for the program:
1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities ADA will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, ADA will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, ADA will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 4. For courses taught by HCCC faculty on the HCCC campus, ADA will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 5. For courses taught by HCCC OR ADA faculty on the ADA campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), ADA will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
- B. The tuition rate for this program will be determined on an annual basis. For the 2012 – 2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Union City Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at ADA.
- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for ADA students in the dual enrollment program.
- D. ADA will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Union City Board of Education

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
UNION CITY BOARD OF EDUCATION
FOR DUAL CREDIT PROGRAMMING (PROJECT LEAP)
FOR ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to re-establish its partnership with Union City High School (UCHS) to include on-campus dual credit programming. This approach permits Union City High School students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for Union City High School campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the UCHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and UCHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.
2. For two-semester length courses, HCCC and Union City High School will arrange for the students to receive some instruction on the HCCC campus in order to experience study in the college environment.

Student Enrollment

1. Students selected by Union City High School for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with Union City High School for administration of the College Placement Test.

3. Participating students must complete HCCC LEAP Applications. Union City High School will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2011-2012

Students may enroll in the following courses to be offered over a one or two semester period:

- ENG 101 (3 sections)- Speech
- MAT 100- College Algebra
- PSY 101- Intro to Psychology

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

- A. Union City High School students will not be billed directly for tuition. The following per-credit charges are applicable for the program:
 1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities Union City High School will pay HCCC tuition of \$27.95 per credit for each student upon receipt of a voucher from HCCC.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, Union City High School will pay HCCC tuition of \$38.30 per credit for each student upon receipt of a voucher from HCCC.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, Union City High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 4. For courses taught by HCCC faculty on the HCCC campus, Union City High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
 5. For courses taught by HCCC OR Union City High School faculty on the Union City High School campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), Union City High School will pay HCCC tuition of \$55.13 per credit for each student upon receipt of a voucher from HCCC.
- B. The tuition rate for this program will be determined on an annual basis. For the 2012-2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived. HCCC will not bill students directly for tuition. The Union City Board of Education will pay tuition, and laboratory fees if applicable, for students within thirty days upon receipt of a voucher from HCCC. Arrangements for any fiscal contributions from students and/or parents will be made by the administration at Union City High School.

- C. HCCC will waive fees (e.g., admission, registration, technology, student activity) for Union City High School students in the dual enrollment program.
- D. Union City High School will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
Union City Board of Education

Date

**AGREEMENT BETWEEN
HUDSON COUNTY COMMUNITY COLLEGE AND
NORTH BERGEN BOARD OF EDUCATION
FOR DUAL CREDIT PROGRAMMING (PROJECT LEAP)
ACADEMIC YEAR 2012-2013**



Hudson County Community College (HCCC) agrees to establish partnership with North Bergen High School (NBHS) to include on-campus dual credit programming. This approach permits NBHS students to earn credits for selected college courses taught either (1) by their high school instructors during or after school as part of their regular teaching responsibilities, or (2) by HCCC faculty during or after the school day on the campus of the high school; or (3) by HCCC faculty on the HCCC campus.

Faculty Qualifications and Responsibilities

1. Course instructors are required to have Master's degrees in the subject areas or closely related disciplines. However, for NBHS campus-based classes, experienced high school faculty with Bachelor's degrees and a record of teaching excellence/professional currency may be assigned to teach selected courses. Each such faculty will be teamed with a HCCC senior faculty member who will provide oversight for the course. Faculty transcripts are required to be on file at HCCC.
2. Faculty must follow the HCCC curricula, utilize required texts, maintain required instructional hours (i.e., 750 minutes per credit), administer HCCC exams, and submit grades and attendance reports to HCCC on specified dates.
3. Class observation(s) will be conducted by the appropriate HCCC supervisor(s).

Provision for Alternate Scheduling and Registration

1. Instruction for each course on the NBHS campus may extend over one or two semesters with start dates and length and frequency of class periods mutually agreed upon by HCCC and NBHS. For two-semester course duration, enrollment/registration will occur at the start of the Fall Semester to avoid incompletes, with final exams administered in May to coincide with the end of the Spring semester.

Student Enrollment

1. Students selected by NBHS for participation in the college-level courses must meet all course pre/co-requisites. *The program is for students who demonstrate proficiency for college-level work and a reasonable chance for successful completion -- to reduce the possibility of high school students having failing grades on college transcripts.*
2. HCCC will arrange with NBHS for administration of the College Placement Test.
3. Participating students must complete HCCC LEAP Applications. NBHS will submit completed student applications, in bulk, to the Coordinator for High School Partnerships for processing.

Courses for AY 2012-2013

Students may enroll in the following courses to be offered over a one or two semester period:

- MAT 100- College Algebra
- PSY 101- Intro to Psychology
- ENG 101- College Composition

Enrollment in the above does not exclude one or more (one-semester length) courses to be added for the Spring semester.

Fiscal Arrangement

- A. NBHS students will be billed directly for tuition. The following per-credit charges are applicable for the program:
1. For courses taught by high school instructors during the school day as part of their regular teaching responsibilities the tuition will be \$27.95 per credit hour for each student.
 2. For courses taught by the high school instructors during the school day as part of their regular teaching responsibilities or after the school day, and for which HCCC provides a team instructor/course mentor, the tuition will be \$38.30 per credit for each student.
 3. For courses taught by HCCC faculty during or after the school day on the campus of the high school, the tuition will be \$55.13 per credit hour for each student.
 4. For courses taught by HCCC faculty on the HCCC campus, the tuition will be \$55.13 per credit for each student.
 5. For courses taught by HCCC OR NBHS faculty on the NBHS campus for which HCCC provides equipment or supplies (e.g., Anatomy & Physiology), the tuition will be \$55.13 per credit for each student.
- B. The tuition rate for this program will be determined on an annual basis. For 2012 – 2013 academic year, tuition for each three-credit course will be \$165.39 (\$53.13 per credit), and all general fees will be waived.
- C. HCCC will waive fees (e.g., admission, testing, registration, technology, student activity) for NBHS School students in the dual enrollment program.
- D. NBHS will make arrangements directly with the HCCC Bookstore for the purchase of required textbooks prior to the start of classes.

Terms of Contract

This Agreement shall commence September 1, 2012 and shall be deemed automatically renewed for succeeding academic years unless either party, on or before January 1, notifies the other party in writing of its intent to terminate this Agreement at the expiration of that academic year. It is understood and agreed that the parties to this Agreement may modify or revise this Agreement by written amendment when both parties agree to such an amendment.

SIGNED:

President or Designee
Hudson County Community College

Date

Superintendent or Designee
North Bergen Board of Education

Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012**

X. NEW BUSINESS

1. HCCC Emergency Management Plan

BACKGROUND

On January 17, 2012, the Governor signed into law A-2405 which directs each institution of higher education to develop and coordinate a comprehensive disaster preparedness plan and to have those plans approved by the college's governance board and then submitted to the state before July 17, 2012.

HCCC's Emergency Management Plan has been updated in compliance with new legislation with the assistance of Stonegate Associates, LLC to reflect current emergency best practices and to be consistent with the local municipality in which the institution is located.

RECOMMENDATION

It is recommended that the HCCC Board of Trustees approve the Emergency Management Plan revised May 2012 to conform with law A – 2045 (P.L. 2011, Chapter 214) which is included with this resolution on a disc file titled "HCCC Emergency Management Plan."

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the Emergency Management Plan revised May 2012 to conform with law A – 2045 (P.L. 2011, Chapter 214).

INTRODUCED BY: Bakari Lee

SECONDED BY: Karen Fahrenholz

DATE: June 12, 2012

| | |
|--------------------------|---------------|
| Fahrenholz, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>AYE</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

8 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

[Signature]
Signature of Recorder

6-12-12
Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
June 12, 2012

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:45 P.M.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Adrienne Sires

DATE: June 12, 2012

| | |
|--------------------------|---------------|
| Fahrenholz, Karen | <u>AYE</u> |
| Fife, James | <u>ABSENT</u> |
| Kenny, Roberta | <u>AYE</u> |
| Kosakowski, Joanne | <u>ABSENT</u> |
| Lee, Bakari | <u>AYE</u> |
| Peña, Jeanette | <u>AYE</u> |
| Sires, Adrienne | <u>AYE</u> |
| Stack, Katia | <u>AYE</u> |
| Zampella, Alfred | <u>AYE</u> |
| Netchert, William, Chair | <u>AYE</u> |

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Jennifer Dalley
Signature of Recorder

6-12-12
Date