

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
September 9, 2014

AGENDA

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
James Fife, Trustee Emeritus
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Ramsey Olivencia, Student Alumni Representative
Jeanette Peña
Adrienne Sires
Harold Stahl
- III. COMMENTS FROM THE PUBLIC** Mr. Netchert
- IV. CLOSED SESSION** *(The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting 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
September 9, 2014**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>ABSENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>ABSENT</u>
William J. Netchert	<u>PRESENT</u>
Ramsey Olivencia, Student Alumni Representative, ex officio	<u>ABSENT</u>
Jeanette Peña	<u>ABSENT</u>
Adrienne Sires	<u>PRESENT</u>
Harold G. Stahl	<u>PRESENT</u>

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, 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
September 9, 2014**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of August 12, 2014 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 August 12, 2014.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

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

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Harold Stahl

DATE: September 9, 2014

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

6 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

9-9-14
Date

**ATTACHMENT A
ITEM VI**

**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
August 12, 2014**

MINUTES

PRESENT: *Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Ramsey Olivencia, Student Alumni Representative, Jeanette Peña, and Harold Stahl*

ABSENT: *Kevin Callahan, Roberta Kenny, and Adrienne Sires*

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

HCCC Staff and Visitors present were: Ramsey Barrere, John Delooper, Jennifer Dudley, Alison Friars, Absolam Latchman, Pam Littles, Randi Miller, Ramsey Montanez, Patrick Moore, Alexander O., Cathie Perselay Seidman, Ismael Randazzo, Qamar Raza, Michael Reimer, Huascar A. Vasquez, Chris Wahl, Sharome Wiggins, Janaya Williams, Lilisa J. Williams, Natalie Williams and Marcella Williams.

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

II. ROLL CALL AND RECOGNITION OF VISITORS

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

III. COMMENTS FROM THE PUBLIC

Trustee Lee said that it was important to update some Board policies to reflect the growth of the College to govern the public comments portion of Board meetings.

Jennifer Oakley, Senior Executive Administrative Assistant to the President, read the following statement as part of the Open Public Meetings Act/Public Comments Policy, which will be used at the opening of Board meetings.

This meeting is called in conformance with the Open Public Meetings Act. Members of the public will have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning the Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.

Dorothea Graham King, Vice President, Support Staff Association, expressed thanks to President Gabert; Sean Dias, College Counsel; Randi Miller, Human Resources Director; and the Board of Trustees for their roles in the successful negotiation of the Support Staff Agreement to be included in the agenda.

Cathie Perselay Seidman, Associate Professor, Criminal Justice and President, Professional Association, said that she is looking for a very cooperative non-adversarial relationship with the Board and the President.

Randy Montanez, Security Guard/North Hudson Center, stated that he just transitioned from Cambridge Security to USA Security. On behalf of all Security staff, he thanked President Gabert and Freeholder William O'Dea for taking their concerns seriously. He said he hopes Security will receive respect for the service provided for staff and facilities. He asked if the College was going to adopt the new standard Living Wage Ordinance and Affordable Health Care Benefits passed earlier this summer by the County.

Huascar A. Vasquez, Custodian from Maverick Building Services, who works the overnight shift at HCCC's Jersey City campus, said that staff work hard on cleaning College buildings to ensure that students and faculty have a quality environment to work in. He thanked the Board, President Gabert, and Freeholder William O'Dea for taking their concerns seriously. He asked the Board to adopt the new standard Living Wage Ordinance.

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert invited Trustees to a reception and dinner for Mark Milliron, In-Service Keynote Speaker, Tuesday, August 26th, 6:00 pm.

College In-Service is scheduled for Wednesday, August 27th at 8:30 a.m. in the new Library Building, 71 Sip Avenue.

By request, tours will be given of the new Library Building. Contact Jennifer Oakley, Senior Executive Administrative Assistant to the President.

Ribbon Cutting ceremony for the new Library Building is scheduled for Monday, September 29th, 10:00 a.m.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

- 1. Minutes of the Regular Meeting of June 24, 2014.*
- 2. Gifts, Grants and Contract Reports*

The College has made the following grant & contract proposals:

TITLE: Carl D. Perkins Career and Technical Education Grant
AGENCY: NJ Department of Education – Office of Career and Technical Education (CTE)
PURPOSE OF GRANT: The Perkins grant is designed to provide resources to fund activities that will strengthen the CTE programs at HCCC.
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$682,301

TITLE: Trade Adjustment Assistance Community College and Career Training Grant Program (TAACCCT)
AGENCY: US Department of Labor
PURPOSE OF GRANT: TAACCCT provides community colleges and other eligible institutions of higher education with funds to expand and improve their ability to deliver education and career training programs that can be completed in two years or less, are suited for workers who are eligible for training under the TAA for Workers program, and prepare program participants for employment in high-wage, high-skill occupations.
COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
AWARD AMOUNT: \$ TBD

Introduced by: Bakari Lee
Seconded by: Harold Stahl
6 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Purchase of Liability & Casualty Insurance FY 15;
2. Purchase of Software for Academic Foundations;
3. Purchase of Equipment for Academic Foundations;
4. Award of Shuttle Services for FY 15 and FY 16;
5. Renewal of Parking Agreement with Municipal Parking with the Town of West New York for FY 2014 and FY 2015;
6. Settlement of NCSC/UAW Senior Citizen Housing Co. Inc. Vs. HCCC;
7. Tuition & Fee Policy FY 2015;
8. Resolution Authorizing the Award of a Linen Supply Vendor for Culinary Arts;
9. Resolution Authorizing the Award of a Seafood Vendor for Culinary Art ;
10. Award of Annual Computer Electronic and Software Parts for FY 14;
11. Resolution Authorizing the Award of a Dairy/Food Vendor for Culinary Arts;
12. Resolution Authorizing the Award of a Food/Cleaning Supplies and Small Implements Vendor for Culinary Arts;
13. Resolution Authorizing the Award of a Specialty Food Vendor for Culinary Arts;
14. Purchase of Internet Services for FY 15;
15. Renewal of College's Campus-Wide Ellucian (Datatel. Software Maintenance Agreement for FY 15;

16. Purchase of Wireless Network Equipment for Culinary Conference Center;
17. Agreement Between HCCC and Kearny Board of Education for Use of Kearny High School Classrooms for Evening Classes During Academic Year 2014 - 2015;
18. Agreement Between HCCC and Bayonne Board of Education for Use of Bayonne High School Classrooms for Evening Classes for Academic Year 2014 - 2015.

Introduced by: Bakari Lee
 Seconded by: Jeanette Peña
 6 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Chenelle Smith	Transfer Student Coordinator	08/22/2014

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sabrina Magliulo	Director, Advisement & Counseling	8/13/2014	\$65,000 (pro-rated)
Jenny Nesenjuk	Counselor, CASS	8/13/2014	\$38,000 (pro-rated)
Zuany Chicas	Administrative Assistant Controller's Office	8/13/2014	\$35,000 (pro-rated)

3. APPOINTMENT OF NEW & CONTINUING PART-TIME ASSIGNMENTS FOR FY 15.

Last Name	First Name	Department	Title	Position ID
Alvarez	Robert	Grants	Research Associate	REASO-601074
Angel Benitez	Clara A	Community Education	Office Assistant	OFFAST-102005
Mendez	Daniel	Disability Support Services	Notetaker/Reader	READER-VARIOUS DEPT
Polk	Charles	Community Education	KHS/Evening- Leap Coordinator	EWKADM-252010
Wiggins	James	Community Education	Evening/Weekend Administrator	EWKADM-252010
Elkhoy	Mariam	Community Education	Evening/Weekend Administrator	EWKADM-252010

Acosta	Jose	Customer Service Center	Mailroom/Copy Center Assistant	OFFAST-253025
Patel	Jigar	ITS	Lab Assistant	ISTLAB-253025
Polanco	Oneal	ITS	Lab Assistant	ISTLAB-253025
Cortez	Benjamin	ITS	Lab Assistant	ISTLAB-253025
Rodriguez	Victor	ITS/Library	Lab Assistant	ISTLAB-253025
DelPiano	Justin	ITS	PT PC Technician	PTTECH-253025

4. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kathryn Buckley	Instructor, English (AF)	08/15//2014 12/24/2014	\$20,000 (pro-rated)
April Davis	Instructor, English (AF)	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Thomas Roskop	Instructor, Math (AF)	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Meenu Sharma	Instructor, Math (AF)	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Homiler Phanor	Instructor, Business	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Jeffrey Chait	Instructor, Business	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Rachid Bouayad	Instructor, Math	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Saliha Yagoubi	Instructor, ESL	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Julie Richard	Instructor, ESL	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Tazio Ruffilo	Instructor, English	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Christina Bryant	Instructor, English	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Antonio Acevedo	Instructor, History	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Jerry Lamb	Instructor, Criminal Justice	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Marissa Lontoc	Instructor, Culinary Arts	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Brian Lorio	Instructor, Speech/English	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Introduced by: Joanne Kosakowski

Seconded by: Jeanette Peña

6 Ayes.....0 Nays

Resolution Adopted

5. APPOINTMENT OF ADJUNCT FACULTY POOL FOR THE 2014-2015 ACADEMIC YEAR

Introduced by: Joanne Kosakowski

Seconded by: Karen Fahrenholz

5 Ayes.....1 Abstention.....0 Nays

Resolution Adopted

6. COLLECTIVE BARGAINING AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION.

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
6 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. PROPOSED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN HCCC AND PREFERRED HOME HEALTH CARE AND NURSING SERVICES, INC. (PREFERRED) FOR ACADEMIC YEAR 2014-2015.

Introduced by: Karen Fahrenholz
Seconded by: Jeanette Peña
6 Ayes.....0 Nays Resolution Adopted

X. NEW BUSINESS

1. RESOLUTION ADOPTING HUDSON COUNTY CONTRACTOR STANDARD COMPENSATION PROVISIONS ORDINANCE

Introduced by: William Netchert
Seconded by: Bakari Lee
6 Ayes.....0 Nays Resolution Adopted

XI. ADJOURNMENT 5:25 P.M.

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
6 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Renewal of College's Campus Wide Anti-Virus Software License Agreement for FY15

REPORT/BACKGROUND:

There is need to renew the College campus-wide Anti- Virus software licenses. The College subscribes to Kaspersky Lab for Licensing of the anti -virus software and updates. The College utilizes these licenses to protect and support the various computers across campus, including the computer room servers and the College computer labs.

The annual fee also covers all the updates that are released by Kaspersky during the year. The Campus License Agreement is provided through authorized academic resellers. For fiscal year 2015, the College proposes to purchase the software licenses from GHA Technologies, Inc.

RECOMMENDATION:

The President, the Vice President of Administrative Services and the Finance Committee recommend that the Board Trustees approve the purchase of the College's campus-wide software licenses for two (2) years from GHA Technologies of Phoenix, Arizona at a total cost of \$ 19,900.00, to be funded from the operating budget. The contract is awarded from the State vendor list pursuant to a fair and open process.

2. Amendment to the Resolution for the Purchase of Software for Academic Foundations

REPORT/BACKGROUND:

There is a need to amend the Resolution to Markon Networking System of Bellmore, New York for the purchase of software for Academic Foundations. The amendment is to add \$4,900.00 that was omitted from the original resolution. The additional amounts will bring the amended resolution total to \$ 54,900.00. This increase was requested by the Grants Department.

RECOMMENDATION:

The President, the Vice President of Administrative Services and the Finance Committee recommend that the Board Trustees approve the amendment to the resolution for the purchase of software for Academic Foundations from Markon Networking System of Bellmore, New York in the amount of \$ 4,900.00.

3. Culinary Conference Center (Networking):

REPORT/BACKGROUND:

There is a need to upgrade the networking equipment at the Culinary Conference Center. The Culinary Conference Center is home to the Culinary Arts Institute and has 12 meeting rooms. Upgrading the networking equipment is required to best support the current occupants of the building. This project will be provided by Cisco's hardware through Johnston Communications, a NJ State Contract Vendor (WSCA Contract #M-7000/73979).

The Assistant Chief Information Officer approves this purchase.

RECOMMENDATION:

The President, the Vice President of Administrative Services and the Finance Committee recommend that the Board of Trustees approve the project with Johnston Communications, a NJ State Contract Vendor, to provide networking equipment to the College at a cost of \$66,204.94 to be funded from the Grants Office 601056 "Opening The Gate" Budget.

4. Purchase of Dell Upgrade for Information Technology Services

REPORT/BACKGROUND:

The Grants Office in conjunction with Information Technology Services (ITS) have identified a need to purchase Network Switches as an upgrade for the back-up system for Information Technology/MIS Services.

The Title V "Opening the Gate" Grant YR3 for Fiscal 2014. Account 601056 will be used to fund this purchase.

The College requested a proposal from Dell Marketing, a state contract vendor (Contract # 77003), at a cost of \$128,705.56

RECOMMENDATION:

The President, the Vice President of Administrative Services, and the Finance Committee recommend that the Board of Trustees approve the purchase of the Dell back-up and recovery systems from Dell Marketing L.P. One Dell Way Rr8-11 Round Rock, TX 78682, at a total cost of \$128,705.56.

5. Award of a Subscription Service for the Library

WHEREAS, the College has a need to use a subscription service for the library during the year 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 2015; and

WHEREAS, EBSCO Information Service of Tenafly New Jersey is the proposed vendor to provide subscription services at a cost not to exceed \$25,896.14; and

WHEREAS, EBSCO Information Service has completed and submitted Business Entity Disclosure Certifications which certifies that EBSCO Information Service 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 EBSCO Information Service 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 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

RECOMMENDATION:

The President, the Vice President of Administrative Services, and the Finance Committee recommend that the Board of Trustees approve EBSCO Information Service of Tenafly, New Jersey as a pay-to-play certified vendor as described herein.

6. 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;

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 2015; and

WHEREAS, Green Tree Packing Co, of Passaic, New Jersey is the proposed vendor to provide these meat products, at a total cost not to exceed \$40,000.00; 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 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

RECOMMENDATION:

The President, the Vice President of Administrative Services, and the Finance Committee recommend that the Board of Trustees approve Green Tree Packing Co. of Passaic, New Jersey as a pay-to-play certified vendor as described herein.

7. Purchase of Accuplacer Exams for Fiscal Year 2015

REPORT/BACKGROUND:

The Hudson County Community College Testing Department has a need to purchase 45,714 Accuplacer exams for fiscal year 2015. The needed exams will be purchased from The College Board, (Sole Source), of New York, New York, at a total cost not to exceed \$80,000.00. This purchase will be funded from the operating budget.

RECOMMENDATION:

The President, the Vice President of Administrative Services and the Finance Committee recommend that the Board of Trustees approve the purchase of 43,243 Accuplacer exams from the College Board of New York, New York at a total cost not to exceed \$ 80,000.00.

8. Award of an Integrated Library System (ILS) Vendor for Fiscal Year 2015

REPORT/BACKGROUND:

The Integrated Library System (ILS) of the Hudson County Community College Library is the automated platform for running crucial Library functions such as cataloging, patron data input, and circulation.

SirsiDynix Corporation is the current service provider for this Symphony SaaS system. 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 mitigates the need for extensive retraining. ITS and Datatel staff have also worked with the Sirsi system.

The Assistant Chief Information Officer has approved this purchase.

Total cost for this fiscal year is \$26,350.08. This will be funded from the FY2015 budget.

RECOMMENDATION:

The President, the Vice President for Administrative Services and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve SirsiDynix Corporation of Lehi, Utah to provide the Integrated Library System for the Library, for a total cost of \$26,350.08.

9. Purchase of Dell Computers Campus-wide

REPORT/BACKGROUND:

There is a need for the College to purchase Dell Computers throughout the year, from both the General Budget and the Grants Departments Budget. Dell Computers is a State Contract vendor (State Contract Number WSCA-M-0480). It is estimated the cost will not exceed \$300,000.00.

RECOMMENDATION:

The President, the Vice President for Administrative Services, and the Finance Committee recommend that the Board of Trustees approve the purchase of Dell Computers of Round Rock, TX, at a cost not to exceed \$300,000.00.

10. Award of a State Approved Maintenance Agreement for Copier Machines

WHEREAS, *the College has a need for yearly maintenance on thirty (30) Xerox copiers campus-wide during the year pursuant to the State approved vendor list; and*

WHEREAS, *the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and not more than \$65,000.00 per year; and*

WHEREAS, *the anticipated term is fiscal year 2015; and*

WHEREAS, *Stewart Business System of Burlington Township, New Jersey, is the proposed vendor to provide maintenance services for the College copier machines; and*

WHEREAS *Stewart Business System is an approved State vendor (State Contract Number 64041); and*

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

WHEREAS, the Executive Director of College Operations recommends this purchase;

NOW THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Stewart Business System of Burlington Township, New Jersey.

RECOMMENDATION:

The President, the Vice President for Administrative Services, and the Finance Committee recommend that the Board of Trustees approve Stewart Business System of Burlington Township, N.J., as the approved vendor for photocopier maintenance.

11. Award of Bookstore Management Contract to Follett Corporation

WHEREAS, the Hudson County Community College has entered into an agreement with Follett for the management of the College bookstore; and

WHEREAS, the College has had an economically successful and beneficial agreement with Follett for the management of the current bookstore for several years and believes that Follett will be the best entity to operate the new bookstore; and

WHEREAS, the College is moving the bookstore to the building at 162 Sip Avenue, Jersey City, New Jersey and they seek to have Follett manage this bookstore; and

WHEREAS, pursuant to N.J.S.A. 18A:64A-25.5a.(21) the operation of the bookstore is exempt from bidding and pursuant to N.J.S.A. 18A:64A-25.28k this agreement can be entered into for up to 30 years; and

WHEREAS, Follett has proposed a new 10 year management agreement which will raise the commission paid to the College to the following;

12.5% of all gross revenue up to \$3,500,000.00 plus
13.5% of any part of gross revenue over \$3,500,000.00 but less than \$4,000,000.00 plus
14.5% of any part of gross revenue over \$4,000,000.00; and

WHEREAS, in addition, Follett will invest an additional \$325,000 for furniture, trade fixtures, slat wall and equipment, fixtures, floor coverings and paint finishing and make a one-time capital contribution of \$70,000.00 to help offset the costs associated with increased support necessary for load bearing requirements for the store; and

WHEREAS, Follett also proposes to provide \$5,000 annually in textbook scholarships during the term of the agreement.

NOW THEREFORE BE IT RESOLVED that the Board of Trustees does hereby authorize the College to enter into an agreement with Follett to operate the bookstore at 162 Sip Avenue, Jersey City, New Jersey substantially in accordance with the terms set forth herein.

BE IT FURTHER RESOLVED, that the President is hereby authorized to execute the agreement once finalized and approved as to form by College counsel.

RECOMMENDATION:

The President, the Vice President for Administrative Services and the Finance Committee recommend that the Board of Trustees approve Follett Corporation as the approved Bookstore Manager for the next ten (10) years.

12. Amendment to the Resolution for the Purchase of Billboard Advertisement

REPORT/BACKGROUND:

There is a need to amend the resolution to CBS Outdoors Inc. of Fairfield, New Jersey that was done in May 2014. The amendment is to add billboard advertisement for the Culinary Arts Conference at an estimated cost of \$4,500.00. The additional amount will bring the amended resolution total to \$83,019.00. This increase was requested by the Conference Center.

RECOMMENDATION:

The President, the Vice President of Administrative Services and the Finance Committee recommend that the Board of Trustees approve the amendment of the resolution for CBS Outdoors, Inc. of Fairfield, New Jersey, to increase the purchase of billboard advertisement by \$4,500.00, for a total of \$83,019.00.

13. Award of an Architectural Design and Engineering Services Firm for S.T.E.M. Building

REPORT/BACKGROUND:

A proposal request was advertised in the Jersey Journal and the Star Ledger on Tuesday, July 15TH and Wednesday, July 16th. Forty five (45) proposals were requested and twelve (12) proposals were received and opened on Thursday, August 14, 2014, the results are the following:

<u>Vendor</u>	<u>Location</u>
RSC Architects	Hackensack, NJ
H K Architects	Morristown, NJ
Kimmel Bogrette Architects	Conshohocken, PA
Netta Architects	Mountainside, NJ
Ronald Schmidt & Assocs.	Englewood, NJ
Spiezle Group	New York, NY
The Musial Group	Mountainside, NJ
Di Cara Rubino Architects	Wayne, NJ
Wank Adams Slavin Assocs.	New York, NY
Clark Caton Hintz	Trenton, NJ
M K S D Architects	Allentown, PA
USA Architects	Sommerville, NJ

After the evaluation of all submitted proposals, RSC of Hackensack, New Jersey was selected at the cost of \$778,000.00 on option One (Three Stories) and \$1,265,000.00 on option Two (Six Stories).

RECOMMENDATION:

The President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve RSC Architects of Hackensack, New Jersey as the Architectural Design and Engineering Services Firm for the new STEM Building.

14. Professional Construction Services to provide Facility Space Programming Project Management

REPORT/BACKGROUND:

The College has a need to provide space utilization planning for Campus-wide facility expansion plans for the following projects:

*25 Pathside
162-168 Sip Avenue
870 Bergen Avenue
70 Sip Avenue
81-83 Sip Avenue*

The Vice President of Administrative Services in conjunction with the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve a contract for Mast Construction, at a cost not to exceed \$30,000.00.

RECOMMENDATION:

The President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Mast Construction Services of Little Falls, N.J. as the Project Management for facility space programming, at a cost not to exceed \$30,000.00 to be funded out of the capital funding budget.

15. Professional Contract to provide Facility Space Programming Design

REPORT/BACKGROUND:

The College has a need to provide space utilization planning for Campus wide facility expansion plans for the following projects:

*25 Pathside
162-168 Sip Avenue
870 Bergen Avenue
70 Sip Avenue
81-83 Sip Avenue*

The Vice President of Administrative Services in conjunction with the Capital Advisory Committee and the Finance Committee recommend that the Board of Trustees approve a contract with DiCara & Rubino Architect of Wayne, N.J., at a cost not to exceed \$75,000.00 to be funded out of the capital funding budget.

RECOMMENDATION:

The President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve DiCara & Rubino Architects of Wayne, N.J. as the program design for facility space programming, at a cost not to exceed \$75,000.00.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 - 15:** 1) Renewal of College's Campus Wide Anti-Virus Software License Agreement FY 15; 2) Amendment to the Resolution for Purchase of Software for Academic Foundations; 3) Culinary Conference Center (Networking); 4) Purchase of Dell Upgrade for Information Technology Services; 5) Award of a Subscription Service for the Library; 6) Award of a Food Vendor for the Culinary Arts Institute; 7) Purchase of Accuplacer Exams for FY 2015; 8) Award of an Integrated Library System (ILS) Vendor for FY 15; 9) Purchase of Dell Computers Campus-wide; 10) Award of a State Approved Maintenance Agreement for Copier Machines; 11) Award of a Bookstore Management Contract to Follett Corporation; 12) Amendment to the Resolution for the Purchase of Billboard Advertisement; 13) Award of an Architectural Design and Engineering Services firm for S.T.E.M. Building; 14) Professional Construction Services to provide Facility Space Programming Project Management; and 15) Professional Contract to provide Facility Space Programming Design.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Kevin Callahan

DATE: September 9, 2014

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

6 Ayes..... 0 Nay

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

Jennifer Oakley 9-9-14
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Susanne Sansevere	Director of Health Programs	09/19/2014

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Philip Cafasso	Interim Associate Dean of Social Sciences	9/9/2014 6/15/2014	\$100,000 (pro-rated)

Note: *This is an approved position.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jada Gore	Counselor, CASS	9/9/2014 (pro-rated)	\$38,000

Note: *This is a replacement for Michele Curley.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacqueline Delemos	Secretary, LEAP Programs	9/9/2014 (pro-rated)	\$30,000

Note: *This is an approved position.*

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

3. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Victor Moruzzi	Instructor, CBI/Culinary	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Barbara Lisa-Johnson	Instructor, Psychology	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Robin Singer	Instructor, Early Childhood Ed	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Richard Albanese	Instructor, Culinary Arts	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sirhan Abdullah	Instructor, Health Services	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nina Langaroudy	Instructor, English	08/15//2014 12/24/2014	\$20,000 (pro-rated)

Note: This is an approved non-tenure track temporary faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Full Time Temporary Faculty Assignments listed above as Personnel Recommendation Item No.3.

4. APPOINTMENT OF NEW & CONTINUING PART-TIME ASSIGNMENTS FOR FY 15.

Last Name	First Name	Department	Title	Position ID
Ahmat	Hassan	Academic Support Services	Tutor	TUTOR-150505
Bellan-Boyer	Lisa	Academic Support Services	Tutor	TUTOR-150505
Burgos	Veronica	Academic Support Services	Tutor	TUTOR-150505
Davis	Jill	Academic Support Services	Tutor	TUTOR-150505
El Hajjam	Hamid	Academic Support Services	Tutor	TUTOR-150505
Posada	Stella	Academic Support Services	Tutor	TUTOR-150505
Vela	Linda	Academic Support Services	Tutor	TUTOR-150505

Walters	Michael	Academic Support Services	Tutor	TUTOR-150505
Zahin	Humayra	Academic Support Services	Tutor	TUTOR-150505
Portillo	Yanira	Business, Culinary & Hospitality	Receiving Clerk	RECLERK-101030
Guzman	Socorro	Business, Culinary & Hospitality	Dishwasher	CULDDW-101030
Rodriguez	Delia	Business, Culinary & Hospitality	Dishwasher	CULDDW-101030
Torres	Nathalie	Communications	Office Assistant	OFFAST-254055
Edwards	Letisha	Community Education	PT Instructor	PTINST-102005
Nolan	Michael	Community Education	PT Instructor	PTINST-102005
Elghandor	Heba	Financial Aid	Office Assistant	OFFAST-200520
Rosado	Rosalind	Financial Aid	Office Assistant	OFFAST-200520
Brentum	Marvelyn	Grants	Research Associate	RESASO-601074
Davila	Aaron	ITS	Lab Assistant	ISTLAB-253025
Patel	MilanKumar	ITS	Lab Assistant	ISTLAB-253025
Rodriguez	Fiorella	ITS	Lab Assistant	ISTLAB-253025
Costello	Tara	Library	Office Assistant	OFFAST-150510
Lendorf	Manuel	Library	Office Assistant	OFFAST-150510
Larocco	Anthony	Safety & Security	Safety & Security Coordinator	FSCORD-253040
Rydzik	Mateusz	Social Sciences	Lab Assistant	LABAST-101020

RECOMMENDATION:

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

5. APPOINTMENT OF NEW & CONTINUING ADJUNCT ASSIGNMENTS FOR AY 15.

Last Name	First Name	Department
Ardavanis	Konstantinos	Humanities
Aftab	Rizwana	STEM
Aman	Ruth	Academic Foundation-English
Brewster	Natalia	ESL
Bernardez	Iveth	Academic Foundation-Math
Barghouthi	Naser	Business, Culinary and Hospitality
Burgess	Aubrey	Business, Culinary and Hospitality
Cummins	Joseph	Humanities
Clay	Weston	Humanities

Zapata	Charles	Social Science
Drew	Lauren	ESL
Dominici	Elvin	Academic Foundations-Math
Davidson	Ryan	Humanities
Elmahjoubi	Mohamed	ESL
Fanning	Alyssa	ARTS
Freeman	Erica	ESL
Fong	Kim	Business, Culinary and Hospitality
Flores-Rivera	Dolores	ESL
Garrett	Elizabeth	ESL
Gibbs-Spencer	Michelle	Humanities
Henriquez	Jenny	Social Science
Haynes	Ajeenah	Social Sciences
Harris	Asale	Academic Foundations-Math
Hobby	Seven	ESL
Hill	Stacey	Academic Foundations-English
Hagstrom	Roza	Academic Foundations-Math
Howard	Tenisha	Social Science
Hobson	Janelle	Humanities
Jaramillo	Cesar	Academic Foundations-Math
Jacome	Yelena	Academic Foundations-Math
Jamgotchian	Raffi	STEM
Khoukhi	Amar	ARTS and Science
Kdiry	Houria	Academic Foundations-Math
Khawaja	Fahid	Business, Culinary & Hospitality
Kaplan	Scott	Social Science
Kyle	Jacquelyn	Social Science
Kowalik	Kevin	Business, Culinary & Hospitality
Le	Mai	Social Science
Lesko	Tara	Academic Foundations-Math
Lebreault	Dolis	Allied Health
Massa	Marcella	ESL
Marsi	Eiad	Social Science
Murphy	Margaret	Humanities
Pura	Noel	STEM
Parmar	Davanjit	Academic Foundations-Math
Pillana	Abdurrahman	Academic Foundations-Math
Powers	Thomas	Humanities
Pedro	Mario	Academic Foundations-English
Pujols	Soviesky	Academic Foundations-English
Rahman	Azam	Arts & Science

Reed	Inshira	Academic Foundations-English
Ross	Royal	Business, Culinary & Hospitality
Reeves	Christina	Humanities
Ramon	Donavan	Humanities
Shitu	Osman	STEM
Smith	Theodore	ESL
Scillieri	Donnalynn	Academic Foundations-English
Turner	Amber	Allied Health
Tsupa	Yanina	ESL
Taghdissi	Shahrzad	STEM
Uribe	Fernando	Social Science
Watts	James	Social Science
Warde	Jason	Business, Culinary & Hospitality
Wisz	Gerald	Academic Foundations-English
Zampas	Joanna	ESL
Zuchnik	Diane	Academic Foundations-English
Zeit	Angela	Academic Foundations-English

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New & Continuing Adjunct Assignments listed above as Personnel Recommendation Item No.5.

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 1-5:** 1) Resignation, 2) Appointment of Staff, 3) Full Time Temporary Faculty Assignments, 4) Appointment of Additional New & Continuing Part-Time Hires FY15, and 5) Appointment of Additional New & Continuing Adjuncts Assignments AY15.

INTRODUCED BY: Joanne Kosakowski

SECONDED BY: Karen Fahrenholz

DATE: September 9, 2014

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

6 Ayes 0 Nay

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

Jennifer Callahan 9-9-14
 Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

IX. ACADEMIC AND STUDENT AFFAIRS

REPORT/BACKGROUND

1. Rental of New Jersey City University's Laboratory for HCCC Microbiology Classes

REPORT/BACKGROUND

Microbiology is a required course for selected academic transfer, health-related and our high-demand Cooperative Nursing Programs. The College has no microbiology laboratory facilities on campus. In order to provide such facilities for HCCC students, for the past 14 years, the College has been utilizing a 24-station Microbiology Lab at New Jersey City University (NJCU). It is anticipated that for Academic Year 2014-2015 the College will use the laboratory for approximately 1,040 hours - 10 sections (80 hours each) in Summer II & Fall 2014 and Spring 2015 and 3 sections in Summer I, 2015 - at an estimated cost of \$45,242 compared to the last year rate of \$43,160, a modest increase of 4.8%. HCCC will pay NJCU an estimated cost of \$18,000 for the provision of lab supplies as well as pay for two lab assistants at the NJCU pay scale. HCCC is required to forward the Liability Insurance Certificate to NJCU and will reimburse the university upon receipt of an invoice.

RECOMMENDATION

The President and the Administration recommend that the Board of Trustees authorize the President or designated personnel to execute an agreement between Hudson County Community College and New Jersey City University for the use of Microbiology facilities and provision of lab supplies for the academic year 2014-2015 (Attachment I).

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees authorize the President or designated personnel to execute an agreement between Hudson County Community College and New Jersey City University for the use of Microbiology facilities and provision of lab supplies for the academic year 2014-2015 (Attachment I).

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Harold Stahl

DATE: September 9, 2014

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

6 Ayes..... 0 Nay

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

Jennifer Dalbey
Signature of Recorder

9-9-14
Date



Agreement Between
New Jersey City University
And
Hudson County Community College

This Agreement is effective as of the **1st day of JULY 2014** by and between New Jersey City University (hereinafter "the University") located at 2039 Kennedy Boulevard, Jersey City, New Jersey 07305 AND Hudson County Community College (hereafter "the College") located at 70 Sip Avenue, Jersey City, New Jersey 07306.

Whereas, the University and the College had and wish to continue their collaborative relationship regarding the use of University facilities by the College for the College microbiology course identified as BIO 250 (hereinafter referred to as the "College course"); and

Whereas, the College desires to use University facilities for the purpose of providing the College's students, who are enrolled in the College course, with laboratory space at the University for the academic year and summer session; and

Whereas, the University has the biology laboratory facilities that meet the College's requirements and the College does not have such laboratory space available at its institution; and

Whereas, the College has the academic personnel to instruct the College's students and supervise the use of the University's facility for the entire duration of the College course; and

Now, therefore, in consideration of the mutual promises contained herein, it is agreed as follows:

1. Responsibilities of the Parties

A. The College shall:

1. assume responsibility for the planning, implementation, instruction and supervision of the College course for its College students at the University laboratory.
2. provide both the faculty and laboratory technician for the instruction and supervision of laboratory materials for the College course given at the University campus at all times when the College course is in session on the University campus and at no cost to the University.

3. pay for any and all equipment and supplies necessary for the instruction of the College course at the University campus thereby ensuring no cost to the University.
4. purchase and maintain liability and general/comprehensive insurance to include coverage for any acts of negligence, of its students and/or employees, including those employees who may also be part-time or full-time employees of the University, with respect to any liability arising out of their participation in the College course while on campus, including any property damage to the University facilities associated with use of the lab and its equipment. The College, upon execution of this Agreement and at any time upon request by the College, shall furnish the University with evidence that it is in compliance with the above requirements for insurance coverage for its students and employees participating in the College course at the University campus.
5. designate one or more College coordinators who shall confer at regular intervals with the University liaison who is designated by the University and who, in most cases, shall be the Chair of the University's Biology Department in regard to access, use and scheduling of the facility.

B. The University shall:

1. designate an administrator or faculty member who shall serve as the coordinator for use of the facilities during the academic year and the summer sessions with the College's designated liaison(s).
2. provide appropriate laboratory space on its campus to the College so that the College can offer its students the College course.
3. charge a room rental rate that is based on the use of approximately 1000 square feet of laboratory space located in the University science building for the duration of three sections of the College course during the Summer II 2014 semester, four sections of the College course during the Fall 2014 semester, four sections of the College course during the Spring 2015 semester, and two sections of the College course during the Summer I 2015 semester, based on the number of credits and instruction hours listed in the attached Appendix A.
4. invoice the College for any and all supplies and other consumables necessary for instruction of the College course(s) at an estimated amount of \$1,500 per section for each semester but invoiced for actual expenses incurred (receipts will be provided). Please submit invoice prior to each semester. See Appendix B.

C. Term of Agreement:

The term of the Agreement shall be for one year, effective as of the day and year first set forth above and shall only be renewed upon the written consent of both parties up to but not exceeding a combined total of two years. This Agreement may be terminated by either party by giving sixty (60) days prior written notice of its intention to terminate the Agreement to the other party in accordance with the Notice provisions set forth below in this Agreement.

D. Miscellaneous:

1. Neither this Agreement nor any obligation or right hereunder may be assigned to any third party without prior written consent of the other party. Any purported assignment without such consent shall be null and void.
2. All notices required or permitted under this Agreement shall be in writing and be deemed to have been properly given if delivered by personal delivery or by certified or registered mail, return receipt requested, to the parties at the addresses listed below or to such other addresses as the parties shall designate by written notice to the other party.

To the University:

Attn: Joanne Z. Bruno, J.D.
Vice President for Academic Initiatives and Services
New Jersey City University
2039 Kennedy Boulevard
Hepburn Hall 308
Jersey City, New Jersey 07305

To the College:

Attn: Dr. Eric Friedman, Ph.D.
Vice President of Academic Affairs
70 Sip Avenue, Fourth Floor, A 417
Jersey City, New Jersey 07306

3. This Agreement shall be governed and construed in accordance with the laws of the State of New Jersey and any action shall be brought in the courts of the State of New Jersey.
4. This Agreement constitutes the entire Agreement between the parties and supersedes any and all prior agreements, written or oral. No modification of or amendment to this Agreement shall be effective or binding on either party unless in writing and signed by both parties. The section headings as to the contents of particular sections are inserted only for convenience and not are intended to be a substantive part of the Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives or officers, the day and year first written above.

For the University:

For the College:

Joanne Z. Bruno, J.D.
Vice President for Academic Initiatives
and Services
Date: _____

Eric Friedman, Ph.D.
Vice President of Academic Affairs
Date: _____

APPENDIX A

**New Jersey City University
2039 Kennedy Boulevard
Jersey City, New Jersey 07305**

Invoice Date: July 1, 2014

Annual cost of renting approximately 1000 square feet of laboratory space in Science Room 210 at New Jersey City University for the Summer II 2014 semester, Fall 2014 semester, Spring 2015, and Summer I 2015 Semester for use by Hudson County Community College for the college Course known as BIO 250.

Approximately 1,040 hours of class instruction in the above space:

- two sections of a 4-credit course in Summer II 2014 for 160 hours;
- four sections of a 4-credit course in Fall 2014 for 320 hours;
- four sections of a 4-credit course in Spring 2015 for 320 hours; and
- three sections of a 4-credit course in Summer I 2015 for 240 hours.

Rental Fee: \$45,240

Summary of Total Rental fee:

\$ 6,960 for the Summer II 2014 semester for BIO 250.
\$13,920 for the Fall 2014 semester for BIO 250;
\$13,920 for the Spring 2015 semester for BIO 250; and
\$10,440 for the Summer I 2015 semester for BIO 250.

Payment for the Summer II and Fall 2014 semesters is due upon receipt of invoice, or no later than August 1, 2014, in the amount of **\$20,880**.

Payment for the Spring and Summer I 2015 semesters is due no later than January 31, 2015, in the amount of **\$24,360**.

Please make check payable to: **New Jersey City University**, with notation in memo area: "**Biology lab rental**"

Please mail check to: Controller
New Jersey City University—Hepburn Hall 102
2039 Kennedy Boulevard
Jersey City, New Jersey 07305



Street Address

2039 Kennedy Blvd
Jersey City, New Jersey 07305
Controller's Office, Hepburn Hall 102

APPENDIX B

DATE:
INVOICE #

FOR: Per Microbiology
Agreement, dated July 1,
2014

Bill To:

Vice President for Academic Affairs
Hudson County Community College
70 Sip Avenue
Jersey City, NJ 07306

DESCRIPTION	AMOUNT
<p>Reimbursement for cost of supplies/other consumables incurred for the instruction of Hudson County Community College microbiology classes, course _____, Section _____, for _____ semester, for a total amount of \$ _____.</p> <p>Please make check payable to: New Jersey City University, with notation in memo that it is for "supplies and other consumables."</p> <p>Please mail check to: Controller New Jersey City University--Hepburn Hall 106 2039 Kennedy Boulevard Jersey City, NJ 07305</p>	
TOTAL	\$ -

Make all checks payable to **New Jersey City University**
If you have any questions concerning this invoice,
please contact the Controller's Office at 201-200-3041.

Payment due 30 days from invoice date.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014**

X. NEW BUSINESS

1. RESOLUTION AUTHORIZING THE HUDSON COUNTY COMMUNITY COLLEGE TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11 (5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hudson County Community College hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on September 9, 2014 the governing body of the Hudson County Community College, County of Hudson, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Hudson County Community College as follows:

1. This resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Hudson County Community College.
2. Pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.
4. This resolution shall take effect immediately.

INTRODUCED BY: Kevin Callahan

SECONDED BY: Joanne Kosakowski

DATE: September 9, 2014

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

6 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

9-9-14
Date

HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
September 9, 2014

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:30 P.M.

INTRODUCED BY: Karen Fahrenholz

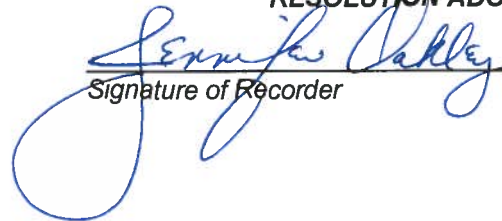
SECONDED BY: Adrienne Sires

DATE: September 9, 2014

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

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

 9-9-14
Signature of Recorder Date