



PASSAIC COUNTY COMMUNITY COLLEGE • 973 684-5900  
ONE COLLEGE BOULEVARD, PATERSON, N.J. 07505-1179

OFFICE OF THE PRESIDENT

**PASSAIC COUNTY COMMUNITY COLLEGE**

Attached are the Board resolutions passed at the December 17, 2019 Board of Trustees meeting. If you have any questions, please call me.

STEVEN ROSE, Ed.D.  
SECRETARY  
BOARD OF TRUSTEES

**BOARD OF TRUSTEES  
PASSAIC COUNTY COMMUNITY COLLEGE  
AGENDA (Page 1 of 2)**

**At 7:00 p.m. on Tuesday, December 17, 2019, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in the main conference room at the Passaic County Community College Passaic Academic Center, 2 Paulison Avenue, Passaic, New Jersey. The public is invited to attend, per the Open Public Meetings Act, N.J.S.A. 10:4-6. In addition, the Board will meet in executive session to discuss such issues as are allowed pursuant to NJSA 10:4-12. A copy of the agenda and packet are available for public inspection.**

**PLEDGE OF ALLEGIANCE (all stand)**

**CALL TO ORDER**

**ROLL CALL**

**CONSIDERATION OF MINUTES – November 19, 2019**

**PRESENTATION**

1. Associate in Science, Advanced and Continuous Studies Degree
2. Status of Healthcare

**REPORTS**

President

Significant Activities

Statement of Revenue and Expenditure Projections

Chairman

**DISCUSSION AGENDA**

**A. ACADEMIC ITEMS**

New Degrees:

Associate in Science, Advanced and Continuous Studies

Associate in Science, Criminal Justice

**B. BUSINESS ITEMS**

Fire Truck Driving Simulator

Purchases of Goods and Services

**C. POLICY MATTERS**

First Reading: Board Policy A101 – Passaic County Community College  
Board of Trustees Bylaws

**D. INDIVIDUAL RESOLUTION for Vice President Robert Mondelli**

**E. PERSONNEL ITEMS**

**EXECUTIVE SESSION**

Discussion of personnel, contract negotiations, and matters protected by attorney-client privilege

**BOARD OF TRUSTEES  
PASSAIC COUNTY COMMUNITY COLLEGE  
AGENDA (Page 2 of 2)**

**ACTION ITEMS - Consent Resolution**

- A. Instructional Items**  
New Degrees:  
Associate in Science, Advanced and Continuous Studies  
Associate in Science, Criminal Justice
- B. Business Items**  
Fire Truck Driving Simulator  
Purchase of Goods & Services
- C. Policy Matters**  
First Reading: Board Policy A101-PCCC Board of Trustees Bylaws
- D. Individual Resolution** for Vice President Robert Mondelli
- E. Personnel Items**

**Individual Resolution(s)**

**REMARKS**

PUBLIC  
TRUSTEES

**ADJOURNMENT**

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**ROLL CALL**

<b>BOARD OF TRUSTEES</b>	<b>PRESENT</b>	<b>ABSENT</b>
Alumni Rep Greco	X	
DuHaime	X	
Esquiche		X
Marco		X
Moody	X	
Pou		X
Rodriguez		X
Smith	X	
Trivedi	X	
Tanis	X	
Nutter	X	

**DATED: DECEMBER 17, 2019**

The following are the minutes of the Board of Trustees of Passaic County Community College, One College Boulevard, Paterson, New Jersey, held on Tuesday, November 19, 2019.

### **CALL TO ORDER**

President Rose stated that notice of the meeting was mailed to the Herald News, the Record, the Office of the County Clerk, and posted on the bulletin board of the College Boulevard building on November 14, 2018.

Vice Chair Tanis stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:02 p.m. A copy of the agenda was reviewed and available for public inspection.

### **ROLL CALL**

Richard A. DuHaime  
Yolanda Esquiche  
Dennis F. Marco  
Alonzo Moody  
Carlos Rodriguez

Sharon C. Smith \*  
Jennifer Greco, Alumni Representative  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman

#### **Absent**

Harvey J. Nutter, Chairman  
Taina Pou  
Ronak Trivedi

\*Arrived 7:06 pm

### **CONSIDERATION OF MINUTES – October 15, 2019**

Vice Chair Tanis asked for a motion on Resolution #1 – Consideration of Minutes for October 15, 2019; moved by Trustee Marco; seconded by Trustee Esquiche. Before the Roll was called for, Trustee Moody questioned the posting date of the board meetings. Mr. Michael Cerone, College Counsel, along with President Rose, explained the process for posting the meetings. Upon roll call, Resolution #1 passed with Trustee Moody “abstaining” and all other members present voting “yes.”

## **ROLL CALL**

Richard A. DuHaime  
Yolanda Esquiche  
Dennis F. Marco  
Alonzo Moody

Sharon C. Smith  
Carlos Rodriguez  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman

### **Absent**

Taina Pou  
Ronak Trivedi  
Harvey J. Nutter, Chairman

President Rose informed the Board that Chairman Nutter was not feeling well, and he was in the hospital for a few days. He was on the mend, however, and would be at the December board meeting.

## **ORGANIZATION OF THE BOARD**

### **Election of Officers**

Vice Chairwoman Tanis relinquished the gavel to Secretary Rose. Secretary Rose announced that State Statute requires the Board of Trustees to organize during the eleventh month. He then asked for nominations for Chairperson of the Board of Trustees. Trustee DuHaime nominated Trustee Harvey J. Nutter as Chairman of the Board. Trustee Marco seconded the nomination. There being no other nominations, Secretary Rose asked for a motion to close nominations. Trustee DuHaime moved to close the nominations, seconded by Trustee Marco. Upon voice vote, with all members present voting in favor, approved the nomination to re-elect Trustee Harvey J. Nutter as Chairman of the PCCC Board of Trustees.

Secretary Rose then asked for nominations for Vice Chair. Trustee Esquiche nominated Trustee Barbara Tanis. Trustee Marco seconded the nomination. There being no other nominations, Secretary Rose asked for a motion to close nominations. Trustee DuHaime moved to close nominations; seconded by Trustee Marco. Upon voice vote, with all members present voting in favor, approved the nomination to re-elect Trustee Barbara Tanis as Vice Chair of the PCCC Board of Trustees.

Vice Chair Tanis stated on behalf of Chairman Nutter and herself, thanked the board for its confidence and support given to them over the many years they have served on the board.

## **PRESENTATION**

### **Career and Transfer Services**

Ms. Elizabeth Harrison, Director of Career and Transfer Services, and Mr. Thomas Moore, Coordinator of Career and Transfer Services, introduced themselves and through a joint PowerPoint presentation, gave an overview of the newly created Career and Transfer Services department.

Together they explained the importance of students having early discussions about career and transfer plans. Ms. Harrison stated their offices were re-located to Memorial Hall, and with the new location, they were able to hire three new part-time employees: a transfer specialist, a job developer, and a career development specialist. Now they are able to see students on a drop in basis rather than appointment only, which provides students with more opportunities. Ms. Harrison also mentioned that Ms. Laura Perez, Student Development Specialist, was also part of their department and helps ELS students transition into a degree program.

Mr. Moore stated through this program the goal was to work with students as soon as they enter college. The focus was empowerment, self-awareness and skill building. Once the student was registered, they could work together to help s/he choose an educational and career path through Guided Pathways.

Other helpful forms of engagement included career and transfer fairs; academic planning; career videos; and a summer boot camp, to name a few. All of these events help a student start “with the end in mind” toward a successful academic education.

Ms. Jennifer Greco, Alumni Representative, stated she wished the College had these services when she attended College because she was a bit confused on which major to choose. Both were then thanked for an informative presentation.

President Rose stated there was much research that has shown that students who are focused on a career are more likely to graduate. He emphasized jobs are not the same as they were and the College needs to keep ahead to prepare students for future jobs.

## **REPORTS**

President/Vice Chair: None

## **DISCUSSION AGENDA**

The following items were approved for placement on the Action Items agenda:

**A. Policy Matters**

**Annual Notice of Meetings**

President Rose briefly discussed the Board of Trustees meeting schedule noting that the Board meetings would once again be on the third Tuesday of every month, excluding February and August. An August meeting would be called only if there was a strong need.

**Second Reading: Board Policy A101- Passaic County Community College Board of Trustees Bylaws**

Trustee DuHaime, along with Trustee Smith, expressed their concern on changing Board Policy A101- Passaic County Community College Board of Trustees Bylaws. They both stated for the best interests of the College two readings gave members time to re-read and make a more informed decision, as well as, to think about future boards and not the one currently in place. He asked that a vote on that particular board policy be held off for one more month. Trustee Smith agreed stating it would give all the members an opportunity to fully re-read the changes and come back with an “informed” vote.

Trustee DuHaime also suggested that the Pledge of Allegiance be said before the start of each meeting. A lengthy discussion took place and it was decided to have the policy amended and brought back for consideration at the December board meeting. Also, the Pledge of Allegiance would be added to the agenda.

**B. Business Items**

**Purchases of Goods and Services**

The following goods and services, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et seq and NJSA 18A:64A-25 et al. are so noted and recommended. President Rose stated he would be happy to answer any questions that the Board may have.

- Information Technology Hardware
- Information Technology Hardware
- Help Desk and Call Center Services
- Audio-Visual Equipment
- Request for Proposal 20-03 – Engine Replacement
- Request for Proposal 20-04 – Vending Services
- Request for Proposal 20-05 – Food Service Equipment



President Rose asked Mr. Steven Hardy, Vice President of Finance and Administrative Services to discuss the vending services. Mr. Hardy explained there have been many problems with the vending services at the Passaic and Wanaque campuses, such as the companies not keeping the machine filled, they were not in good running order, and there was a delay in the College receiving its commission. Therefore, the College was looking to have a new company manage the vending services at the College.

**C. Personnel Items**

The personnel items were pending the outcome of the Executive Session discussion.

**EXECUTIVE SESSION**

Vice Chair Tanis asked for a motion to go into executive session at 7:45p.m.; moved by Trustee Marco; seconded by Trustee Esquiche. Vice Chair Tanis stated that the Board would meet in Executive Session about twenty minutes to discuss personnel, contract negotiations, and matters protected by attorney-client privilege, and that no action would be taken in executive session. Upon roll call, the motion to go into executive session was approved by all members present voting "yes."

**ROLL CALL**

Richard A. DuHaime  
Yolanda Esquiche  
Dennis F. Marco  
Alonzo Moody

Sharon C. Smith  
Carlos Rodriguez  
Steven M. Rose, Secretary  
Barbara Tanis, Vice Chairwoman

**Absent**

Taina Pou  
Ronak Trivedi  
Harvey J. Nutter, Chairman

Vice Chair Tanis called the meeting to order at 7:56 p.m., stating that the Board met in Executive Session to discuss personnel, contract negotiations, and matters protected by attorney-client privilege, and that no action was taken in executive session.

**ACTION ITEMS AGENDA - Consent Resolution**

Vice Chair Tanis asked for a motion on Resolution #2 - Consent Agenda Items A through C, excluding part #2 of A. Trustee Moody moved Resolution #2; seconded by Trustee Esquiche. Upon roll call, Resolution #2 passed, as amended, with all members present voting "yes".

## **A. POLICY MATTERS - ANNUAL NOTICE OF MEETINGS**

This is to notify you that for the period beginning December 2019 and ending on November 2020, the Board of Trustees of Passaic County Community College plans to hold the following regular meetings at Passaic County Community College, Paterson Room, 1 College Boulevard (enter at Broadway and Memorial Drive), Paterson, New Jersey, except as noted.

MONTH	BOARD MEETING	PUBLIC	
DECEMBER	17*	7:00 pm	(PAC)
JANUARY	21+	7:00 pm	
MARCH	17	7:00 pm	
APRIL	21	7:00 pm	
MAY	19	7:00 pm	
JUNE	16++	7:00 pm	
JULY	21***	7:00 pm	(WAC)
AUGUST	18^	7:00 pm	
SEPTEMBER	15	7:00 pm	
OCTOBER	20	7:00 pm	
NOVEMBER	17	7:00 pm	(Organization)

\*PCCC Passaic Academic Center, 2 Paulison Avenue, Passaic, NJ

+Public Hearing and Budget Approval

++Tuition and Fees Schedule Approval

\*\*\*PCCC Wanaque Academic Center, 500 Union Avenue, Wanaque, NJ

^If needed

Except as hereinafter provided, notice of changes or special meetings of the Board of Trustees shall be posted 48 hours in advance at the following locations:

A. Passaic County Clerk's Office  
401 Grand Street  
Paterson, NJ 07505

B. Passaic County Community College  
1 College Boulevard  
Paterson, NJ 07505

The following newspapers circulating in the County of Passaic are hereby designated the official newspapers for publishing all legal notices of the Board of Trustees:

A. HERALD NEWS

B. The Record

Any person may request in writing that a copy of the schedule of regular meetings or rescheduled meetings of the Board of Trustees be mailed to him/her. Upon prepayment of the applicable fee as outlined in the Public Records Access Request, such scheduled and/or advance notices shall be mailed to such person. All advance notices referred to in this resolution of regular, special, rescheduled meetings of the Board of Trustees, shall to the extent known include:

- a. The Agenda
- b. Those matters upon which formal action may be taken.

Copies of the meeting notice/agenda shall be available at each meeting for the benefit of those persons who attend the meeting.

**PULLED\*\*\*\*Board Policy Second Reading:**

**Board Policy A101—Passaic County Community College Board of Trustees Bylaws, as a Second Reading:**

**B. BUSINESS ITEMS**

**Information Technology Hardware** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2020 Workforce Innovation and Opportunity Act Youth Program Grant; \$20,000.00 Available)  
Laptop computers, printer and charging cart for student use. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract # 89974.

CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675

**\$18,606.00**  
**(Recommended Award)**

**Information Technology Hardware** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2020 WorkFirst New Jersey Grant; \$30,000.00 Available)  
Laptop computers and charging cart for student use. Vendor year-to-date spend exceeds Board review threshold. Fulfillment Agent for NJ State Contract # 89974.

CDW Government  
75 Remittance Drive, Suite 1515  
Chicago, IL 60675

**\$23,371.87**  
**(Recommended Award)**

**Help Desk and Call Center Services** (Public Bid Exception per NJSA 18A:64A-25.5 b. – Purchase from governmental board, body, agency or authority) (Funding Source: FY-2020 College Operating Funds; \$56,627.70 Available)  
Services provided by Blackboard via NJEdge. Fixed amount for a set number of calls and a cost-per-call for overage. Increase to cost for services for FY-2020 due to anticipated call volume overage.

NJEdge	<b>\$52,040.00</b>
218 Central Avenue, Suite 3420	<b>(New Total: \$117,040)</b>
Newark, NJ 07102	<b>(Recommended Award)</b>

**Audio-Visual Equipment** (Public Bid Exception per NJSA 18A:64A-25.5 a. (24) – at or below State Contract pricing) (Funding Source: FY-2019 College Capital Funds; \$350,646.08 Available)  
Audio-visual equipment for Paterson campus gym for use at commencement and other College events. NJ State Contract # 81123 and NJ State Master PO # 01DPP00111.

Tele-Measurements, Inc.	<b>\$48,942.80</b>
145 Main Avenue	<b>(Recommended Award)</b>
Clifton, NJ 07014	

**Request for Proposal 20-03 – Engine Replacement** (Below Public Bid Threshold)  
(Funding Source: FY-2018 College Capital funds; \$86,418.00 Available)  
Replacement of engine for New Holland model L225 Skid Steer.

Modern Equipment & Supply	<b>\$26,390.79</b>
75 New Street	<b>(Recommended Award)</b>
Edison, NJ 08837	

**Request for Proposal 20-04 – Vending Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: Not Applicable)  
Vending machine services for all College campuses. College is paid a commission on sales with a guaranteed annual minimum.

Sodexo  
373 Route 46 West, Building D, Suite 155  
Fairfield, NJ 07004

**Request for Proposal 20-05 – Food Service Equipment** (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food Supplies and Services) (Funding Source: FY-2019 College Capital funds; \$41,508.00 Available)  
Replacement/upgrade of ovens and other existing Food Service equipment.

Culinary Depot  
2 Melnick Drive  
Monsey, NY 10952

**\$24,424.73**  
**(Recommended Award)**

**C. PERSONNEL ITEMS**

- I. Separations      A: Ian Hall, Network Virtualization Engineer  
                             B: Katherine Schneider, Academic Specialist, DE  
                             C: Lucy Rivera, Secretary – Enrollment Management  
                             D: Andrew Macezek, Director, Academic Computing  
                             E: Kiminie Coley, Lead Instructor, Youth Ed. Program  
                             F: Francisco Hernandez, Coord, WAC Food Services
- II. Appointments    A: Damaza Poventud, Teacher (10 months) CDC  
                             B: Anthony Dicks, Asst Manager, Custodial Services  
                             C: Kaushiki Kapoor, Instructor, Nurse Education
- III. Reappointment of Exempt Administrators, FY 2020-21
- IV. Reappointment of Professional Staff, FY 2020-21
- V. Exempt Administrators and Support Staff Salaries, FY 2019-2020
- VI. Adjunct Faculty Appointments, Fall 2019
- VII. Part-time/Temporary Appointments

**REMARKS:**

Public/Trustees: None

President Rose reminded everyone about the Annual Holiday Party on December 12<sup>th</sup> at the Hamilton Club, hoping all would be able to attend. He also mentioned the Thanksgiving Holiday pies were made for each member to take home.

**ADJOURNMENT**

Vice Chair Tanis asked for a motion to adjourn the meeting at 8:15p.m.; moved by Trustee Marco; seconded by Trustee Esquiche. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting “yes.”

And one last item was the announcement of the College’s First Annual Winter Commencement, to be held on January 14, 2020 at 3:00 p.m. for the August and December graduates. All realized that the College has outgrown its space, so two separate ceremonies would now be held – one in January and one in May.

**PASSAIC COUNTY COMMUNITY COLLEGE**  
**Resolution #1 – CONSIDERATION OF MINUTES**

Offered by MOODY Seconded by TANIS

Board of Trustees	Yes	No	Abstain	Absent
DuHaime	X			
Esquiche				X
Marco				X
Moody	X			
Pou				X
Rodriguez				X
Smith	X			
Trivedi			X	
Tanis	X			
Nutter	X			

**CONSIDERATION OF MINUTES**

**BE IT RESOLVED** that the Board of Trustees of Passaic County Community College hereby approves the minutes of the November 19, 2019 Board of Trustees meetings, as presented.

**DATED: DECEMBER 17, 2019**



PASSAIC COUNTY COMMUNITY COLLEGE

**RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through E**

Offered by TRIVEDI Seconded by SMITH

Board of Trustees	Yes	No	Abstain	Absent
DuHaime	X			
Esquiche				X
Marco				X
Moody	X			
Pou				X
Rodriguez				X
Smith	X			
Trivedi	X			
Tanis	X			
Nutter	X			

**BE IT RESOLVED** that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves the following actions:

**A. INSTRUCTIONAL ITEMS**

**Associate in Science in Advanced and Continuous Studies**

The Associate in Science in Advanced and Continuous Studies as outlined in the attached Program Announcement.

**Associate in Science in Criminal Justice**

The Associate in Science in Criminal Justice degree, a sixty (60) credit degree that focuses on individuals who may elect to enter the criminal justice profession, professionals already employed in the field who wish to advance their careers, and students who want to continue their education at the baccalaureate level.

**B. BUSINESS ITEMS**

**Fire Truck Driving Simulator**

The Memorandum of Agreement between Passaic County Community College and the City of Paterson for the terms of the Fire Truck Driving Simulator.

PASSAIC COUNTY COMMUNITY COLLEGE

**RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through E**

**Purchase of Goods and Services**

*The following goods and services, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4 et seq. and NJSA 18A:64A-25, are so noted and recommended.*

**Software Licenses** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: Carl D. Perkins Career and Technical Education Grant; \$20,450.00 Available)  
Adobe *Creative Cloud* licenses for academic use. Business Entity and Political Contribution Disclosures required.

JourneyEd.com, Inc. 80 East McDermott Drive Allen, TX 75002	<b>\$19,494.75</b> <b>(Recommended Award)</b>
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**Public Safety Equipment, Software and Services** (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY-2019 College Capital Funds, \$4,828.10 Available)  
Blackboard *Transact* Mobile Readers and associated software and services. Vendor year-to-date spend exceeds Board review threshold.

Transact Campus, Inc. P.O. Box 392770 Pittsburgh, PA 15250	<b>\$4,531.00</b> <b>(Recommended Award)</b>
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**Request for Proposal 20-06 – 3D Printer and Accessories** (Below Public Bid threshold) (Funding Source: Carl D. Perkins Career and Technical Education Grant; \$23,924.00 Available)  
Replacement/upgrade of existing 3D Printer used in Engineering curriculum.

Allegheny Educational Systems Inc. 320 East 3 <sup>rd</sup> Avenue Tarentum, PA 15084	<b>\$23,924.00</b> <b>(Recommended Award)</b>
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**C. POLICY MATTERS**

**First Reading:** Board Policy A101 – PCCC Board of Trustees Bylaws



## PASSAIC COUNTY COMMUNITY COLLEGE

### RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through E

D. INDIVIDUAL RESOLUTION: for Vice President Robert Mondelli

E. PERSONNEL ITEMS

I. SEPARATIONS

- A. Rodolfo Arango, Manager – Enrollment Services
- B. Andrew Pawelczak, Assistant Professor - English
- C. Thomas Gaveglio, Assistant Manager - Plant Operations - Facilities
- D. Joy Tucker, Senior Counselor – Educational Opportunity Fund
- E. Charise Breeden-Balaam, Counselor – Educational Opportunity Fund

II. APPOINTMENTS

- A. Shona Wright, Lead Instructor – Youth Education Program
- B. Darrilyn Di Nardo, Assistant Director – Continuing Education and WD
- C. Rosemarie Rocchio, Coordinator of Health Care Certificate Programs
- D. Geoffrey Gordon, Education Faculty, Instructor Rank (temp appointment)
- E. Lucius Baldwin, Counselor/Retention Specialist (EOF)
- F. Serena Scalise, Program Coordinator, MDRC

III. FACULTY TENURE RECOMMENDATIONS

The following faculty members have met the College's standards for excellence in teaching and are hereby recommended for tenure. Tenure status, if approved, will become effective at the start of the Fall 2020 semester.

<u>Name</u>	<u>Department</u>
Mary Dajnak	Fine Arts
Cheryl Morgan-Duncan	Radiography
Erica Foote	Biological and Physical Sciences
Michael Grinberg	Engineering
Khlood Kourani	Business Administration
Henriette Mozsolits	Biological and Physical Sciences
Janice Rama	Nurse Education
Joao Paolo Rodrigues	Computer Information Science

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT RESOLUTION – ACTION ITEMS A through E

IV. ADJUNCT FACULTY COLLECTIVE NEGOTIATIONS AGREEMENT

The representatives of Passaic County Community College and the Passaic County Community College Chapter of the United Adjunct Faculty of New Jersey, Local 2222, having negotiated in good faith the terms of a new Collective Negotiations Agreement covering the period from July 1, 2019 to June 30, 2022, have agreed to the terms and conditions summarized in the attached.

V. PART-TIME TEMPORARY APPOINTMENTS

**PROGRAM ANNOUNCEMENT COVER PAGE** Date: October, 2019

Institution:	Passaic County Community College
New Program Title:	Advanced and Continuous Studies
Degree Designation:	Associate in Science
Programmatic Mission Level for the Institution	Associate
Degree Abbreviation:	AS.ADV.CONT.STUDY
CIP Code and Nomenclature	240101
Campus(es) where the program will be offered: (check all that apply)	<input checked="" type="checkbox"/> Paterson <input type="checkbox"/> Passaic <input checked="" type="checkbox"/> Wanaque <input type="checkbox"/> Wayne
Date when program will begin (month and year):	Fall 2020
List the institutions with which articulation agreements will be arranged:	Ramapo College of New Jersey

Is licensure required of program graduates to gain employment?  
☐ Yes ☒ No

Will the institution seek accreditation for this program?  
☐ Yes ☒ No

If yes, list the accrediting organization: N/A

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Program Announcement Narrative

▪ Objectives	page(s): <u>2</u>
▪ Need	page(s): <u>13</u>
▪ Student Enrollments	page(s): <u>17</u>
▪ Program Resources	page(s): <u>18</u>

## 1) Program Description, Goals and Objectives:

**Description:** The A.S. in Advanced and Continuous Studies degree is a 3+1 program. It is a second associate degree at Passaic County Community College [PCCC] and simultaneously a third year of a bachelor's degree with partnering institutions. Students must apply and be accepted into the bachelor's program before enrolling in courses for the A.S. in Advanced and Continuous Studies [A&CS]. Once accepted, students are required to meet with a designated administrator for successful continuation to graduation.

**Rationale:** In 2018 N.J.S. 18A:3B-78 was enacted into law which established that "A four-year institution of higher education and a county college may partner to establish a three plus one degree program for a baccalaureate degree in such majors as the institutions of higher education may determine." This A.S. in Advanced and Continuous Studies with Ramapo College of New Jersey enables implementation of this legislation. It offers students a path to earn a second associate degree at Passaic County Community College [PCCC] while maintaining matriculation status and financial aid eligibility and simultaneously preparing students to complete the final year (senior year) of studies at Ramapo College of New Jersey. The second associate degree builds on already-earned general education credits from the first associate degree at PCCC with an additional 29-30 new credits, for a total of 90 unique credits earned at PCCC that will directly transfer to Ramapo College of New Jersey [RCNJ]. Thus, students will earn two associate degrees at PCCC and then transfer to RCNJ to complete a final number of credits to earn a bachelor's degree. For the A.S. in Advanced and Continuous Studies, students must apply and be accepted into the bachelor's program at RCNJ before enrolling in courses for the A.S. in Advanced and Continuous Studies [A&CS]. Once accepted students are required to meet with a dedicated administrator, shared between PCCC and RCNJ for advisement for matriculation into the program and continuation to graduation.

The proposed A&CS degree provides opportunities for accessible and affordable educational pathways for its students and encourages students to remain in-state to earn their bachelor's degree. PCCC has identified the need for students to progress beyond the standard number of associate degree credits and still maintain matriculation status and financial aid eligibility.

Students seeking the PCCC-RCNJ "3+1" program will initially matriculate and earn an associate degree that aligns to the RCNJ baccalaureate degree program. Students will then matriculate into second associate degree at PCCC, the A&CS degree. The ultimate goal will be to satisfy the requirements of two associate degrees (from PCCC) and the corresponding baccalaureate degree (from RCNJ).

**Table 1: Associate in Science in Advanced and Continuous Studies**

Type of Credits	#	Explanation
Credits in General Education	30-31*	Originates from the 1 <sup>st</sup> PCCC degree and applied to A&CS
Credits in designated discipline	29-30	New credits earned at PCCC for the A&CS aligned with the bachelor's degree at RCNJ
Total Credits for A.S. in A&CS	60	Standard number of associate degree credits compliant with N.J.S.A. 18A:62-57

\*Compliant with N.J.S.A. 9A:1-2.3 (c) (Associate degree programs)



The additional credits beyond the first associate degree will satisfy program requirements for the proposed A&CS and the 3<sup>rd</sup> year of the RCNJ baccalaureate program. Students will not be required to retake any successfully completed courses for the purposes of earning the second degree nor the bachelor's degree.

The partnership between PCCC and RCNJ is contained in an agreement dedicated to "3+1". The partners agree to jointly conduct and operationalize the partnership according to the curriculum set forth in this Program Announcement, upon successful recommendation by the AIC and approval by the New Jersey Presidents' Council, in compliance with N.J.S. 18A:3B-78 (3+1 degree programs) and N.J.S. 18A:62-56 (credit hour standards for associate and baccalaureate degree programs.) PCCC and RCNJ will continue to conduct regular curriculum meetings as well as coordination meetings for administration to ensure that there is proper implementation of the program. New courses and curricular changes will observe the PCCC governance protocol and will receive approval from RCNJ. Faculty who teach in the program will meet the minimum hiring and retention requirements of both PCCC and RCNJ, according to the 3+1 agreement and in compliance with N.J.A.C. 9A:1-1.8 (Faculty). Appropriate data and classroom space will be shared between the two partner institutions. Student service support will be coordinated between the two partners as required to ensure student progress and success towards graduation.

### Objectives

The A.S. in Advanced and Continuous Studies degree is a 3+1 program. It is a second associate degree at Passaic County Community College [PCCC] and simultaneously a third year of a Bachelor's Degree with partnering institutions. Students must apply and be accepted into the bachelor's program before enrolling in courses for the A&CS. Once accepted, students are required to meet with a dedicated administrator for successful continuation to graduation.

For the purpose of this Program Announcement, PCCC submits three curricula that align with and are directly transferrable to a major at RCNJ.

- Business & Global Studies (for PCCC Humanities students)
- Criminal Justice
- Psychology

**Table 2: Third Year- PCCC A.S. in Advanced and Continuous Studies  
Business and Global Studies (for PCCC Humanities students)**

<b>Fall Semester (5<sup>th</sup> Semester)</b>	<b>HRS</b>	<b>Spring Semester (6<sup>th</sup> Semester)</b>	<b>HRS</b>
PL-180 Introduction to International Studies	3	BU-203 Principles of Marketing	3
BU-101 Introduction to Business	3	PL-204 International Politics	3
Foreign Language I	3	Foreign Language II	3
PH-106: Introduction to Ethics	3	Elective	3
Elective *	3	Elective *	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>15</b>

\* Electives to be selected in consultation with the PCCC/Ramapo advisor.

**Table 3: Third Year- PCCC A.S. in Advanced and Continuous Studies  
Criminal Justice**

<b>Fall Semester (5<sup>th</sup> Semester)</b>	<b>HRS</b>	<b>Spring Semester (6<sup>th</sup> Semester)</b>	<b>HRS</b>
SO-213 History of Social Thought	3	SO-390 Research Methods for Behavioral & Social Sciences	3
CJ-301 Criminal Court Process	3	SO-210 Deviance & Social Control	3
SO 105 Social Problems	3	CJ-302 Race, Crime, & Justice	3
PS 203 Abnormal Psychology	3	SO 203 Marriage & Family	3
CJ 209 Terrorism & Political Violence	3	CJ 207 Juvenile Justice	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>15</b>

**Table 4: Third Year- PCCC A.S. in Advanced and Continuous Studies  
Psychology**

<b>Fall Semester (5<sup>th</sup> Semester)</b>	<b>HRS</b>	<b>Spring Semester (6<sup>th</sup> Semester)</b>	<b>HRS</b>
SO-213 History of Social Thought	3	PS-390 Research Methods for Behavioral & Social Sciences	3
PS-203 Abnormal Psychology	3	PS-395 Data Analysis	3
SO-105 Social Problems	3	SO-204 Cultural Comparisons	3
PS-206 Behavior Modification	3	PS-204 Psychology of Aging	3
Elective *	3	Elective *	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>15</b>

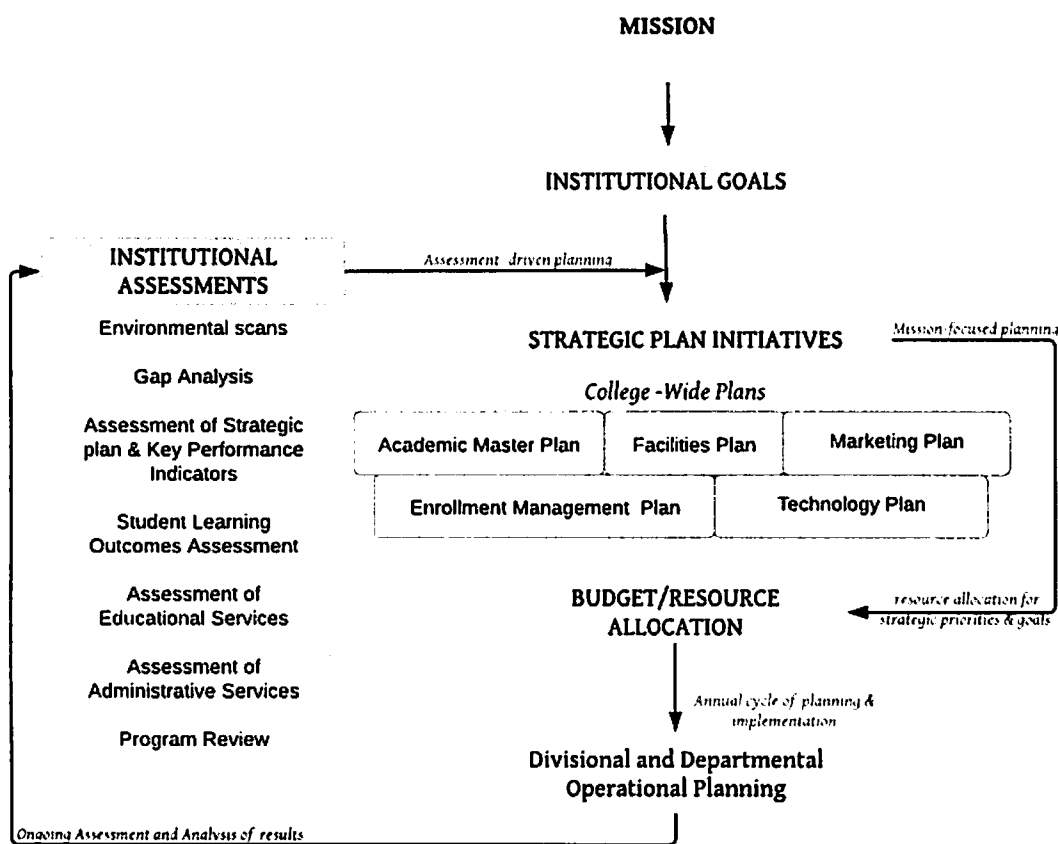
\* Electives to be selected in consultation with the PCCC/Ramapo advisor.

## 2) Evaluation and Learning Outcomes Assessment Plan:

The PCCC community accepts ongoing assessment to be a critical component in demonstrating how effectively its institutional goals are met. Further, there is recognition that the purpose of assessment is to examine, enhance, and improve the College's functioning at all levels.

For this program, assessment occurs in the content courses and encompasses both general education and major courses. The figure below provides a visual illustration of the components of PCCC's institutional effectiveness process. The diagram shows some basic components (the processes) accompanied by basic linkages (the arrows). The linkages are very important in that they provide indication of how the components connect to each other to create an integrated and ongoing cycle of planning and assessment to achieve the College mission and goals.

**Figure 1: PCCC Institutional Effectiveness Process**



Source: PCCC Institutional Effectiveness Plan (2018)

Oversight of assessment and evaluation is multi-layered at the college with heavy emphasis on faculty-leadership process. It starts at the department level with faculty oversight of course assessment and progresses to program assessment oversight at the department level with support and guidance from academic administration, including a dedicated assessment administrator. Collection, analysis and use of assessment results occurs in a similar multi-layered fashion as assessment oversight. A faculty-led assessment committee conducts periodic reviews of assessment plans, providing guidance and analysis as

needed. Assessment results are used in the development of, modification to, and sometimes termination of, programs as well as curriculum modification, budget proposals and allocation, and development of strategic goals and initiatives included in the college's planning document(s).

The college has developed an extensive sustainable assessment plan based on best practices adopted from regional and benchmark institutions, encompassing both academic and administrative activities at the college. The college has adopted a predictable assessment cycle for administrative, educational and student support units. Programs that seek content-specific accreditation follow an additional assessment and reporting calendar to maintain said accreditation status. Faculty committees support each other in the development and refinement of assessment activity. Assessment activity is reported to the college community on an annual basis via the dissemination of an annual assessment report. PCCC is a single college institution governed by a single strategic plan and process which ensures coordination of program offerings to avoid duplicability. All program offerings align with the College's mission, values and institutional goals.

**PCCC Mission:**

PCCC offers high-quality, flexible, educational and cultural programs that meet the needs of Passaic County residents. The College provides its students with a strong general education foundation for further study and opportunities for career preparation and lifelong learning. Impassioned by our commitment to student progress and program completion, the College strives to address our wide variety of student learning needs through excellence in teaching, the innovative and effective use of technology, multiple instructional methods and developmental and ELS programs that provide access to college-level programs. The College's supportive learning environment fosters student success and faculty excellence. Through a culture of evidence and inquiry, the College is an effective steward of its physical, financial, and intellectual resources.

**PCCC Values:**

Academic Quality: We commit to educational excellence in teaching and learning.

Learning: We embrace a learner-centered philosophy, one that guides us in our efforts to improve student progress and program completion.

Diversity: We value our diversity because it enriches our learning environment and deepens our respect and appreciation for others.

Honesty and Integrity: We commit to an educational environment characterized by honesty, integrity and mutual respect.

**Institutional Goals:**

Goal 1: Offer high quality programs through flexible and innovative instructional formats that respond to changing community needs.

Goal 2: Improve student progress and program completion rates.

Goal 3: Provide a supportive learning environment for members of the college community.

Goal 4: Expand strategic partnerships with educational, business, cultural and government agencies.

The proposed program aligns with the college's mission, and specifically institutional goals #1, 2 and 4.



**Table 5: A.S. in Advanced and Continuous Studies  
Business and Global Studies (Limited to 3<sup>rd</sup> year (Junior year))**

<b>Program Curriculum Map*:</b>	<b>Program Learning Outcomes</b>			
<b>Required Courses</b>	<b>PLO1</b> Demonstrate written, oral, and visual communication skills and principles of the specific academic discipline	<b>PLO2</b> Apply discipline specific methods of inquiry to draw conclusions based on verifiable evidence	<b>PLO3</b> Use technology skills appropriate to the discipline and academic level	<b>PLO4</b> Analyze the origins, progression, and current nature of contemporary issues in the specific discipline
PL-180 Introduction to International Studies	1	1	1	2
BU-101 Intro to Business	1	1	2	1
Foreign Language I	1	1	1	1
PH-106 Intro to Ethics	1	1	1	2
BU-203 Principles of Marketing	2	1	3	3
PL-204 International Politics	2	2	2	3
Foreign Language II	2	2	2	2

**MASTERY KEY:** 1 = Introductory; 2 = Intermediate; 3 = Level appropriate to mastery.

\*This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved.

**Table 6: A.S. in Advanced and Continuous Studies  
Business and Global Studies - Program Learning Outcomes**

<b>Program Learning Outcomes: Upon successful completion of the program students will be able to....</b>	<b>Assessment of Learning Outcomes</b>		
	<b>Course**</b>	<b>Course Learning Outcomes</b>	<b>Means of Program Assessment and Criteria for Success:</b>
1. Demonstrate written, oral, and visual communication skills and principles of the specific academic discipline.	BU 203 Principles of Marketing	Develop a clear, well- organized written, verbal, or PPT presentation	The project presentation will be required. A presentation rubric will be used. On a scale of 1-4, 75% of the students should have a score of at least 3
	PL 204 International Politics	Identify the basic concepts, structures, and procedures of the modern international system	80% of students will correctly answer embedded questions on exams

2. Apply discipline specific methods of inquiry to draw conclusions based on verifiable evidence.	BU 203 Principles of Marketing	Perform preliminary marketing research.	A standard class project will be required. 75% of the students will score a minimum B
	PL 204 International Politics	Identify and evaluate the various methods of pursuing interests such as war, diplomacy, completion and cooperation.	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or higher on their paper and presentation.
3. Use technology skills appropriate to the discipline and academic level.	BU 203 Principles of Marketing	Develop a clear, well- organized written, verbal, or PPT presentation	The project presentation will be required A presentation rubric will be used. On a scale of 1-4, 75% of the students should have a score of at least 3
	PL 204 International Politics	Identify and evaluate the various methods of pursuing interests such as war, diplomacy, completion and cooperation.	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or higher on their paper and presentation.
4. Analyze the origins, progression, and current nature of contemporary issues in the specific discipline.	BU 203 Principles of Marketing	Discuss the Business Environment and Globalization Concepts	70% of students will correctly answer embedded questions on the final exam related to this outcome
	PL 204 International Politics	Relate historical and contemporary factors to the international political system	80% of students will correctly answer embedded questions on exams

**\*\*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.**

**Table 7: A.S. in Advanced and Continuous Studies  
Criminal Justice Limited to 3<sup>rd</sup> year (Junior year))**

<b>Program Curriculum Map*:</b>	<b>Program Learning Outcomes</b>			
<b>Required Courses</b>	<b>PLO1</b> Demonstrate written, oral, and visual communication skills and principles of the specific academic discipline	<b>PLO2</b> Apply discipline specific methods of inquiry to draw conclusions based on verifiable evidence	<b>PLO3</b> Use technology skills appropriate to the discipline and academic level	<b>PLO4</b> Analyze the origins, progression, and current nature of contemporary issues in the specific discipline
SO-213 History of Social Thought	2	2	2	2
CJ-301 Criminal Court process	2	2	2	2
SO-105 Social Problems	1	2	2	2
PS-203 Abnormal Psychology	2	2	2	2
CJ-209 Terrorism & Political Violence	2	2	2	2
PS 390/SO-390 Research Methods for Behavioral and Social Sciences	3	3	3	3
SO-210 Deviance & Social Control	2	2	2	2
CJ-302 Race, Crime and Justice	2	2	2	2
SO-203 Marriage & Family	1	1	1	1
CJ-207 Juvenile Justice	2	2	2	2

**MASTERY KEY:** 1 = Introductory; 2 = Intermediate; 3 = Level appropriate to mastery.

\* This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved.

**Table 8: A.S. in Advanced and Continuous Studies  
Criminal Justice - Program Learning Outcomes**

<b>Program Learning Outcomes:</b> Upon successful completion of the program students will be able to....	<b>Assessment of Learning Outcomes</b>		
	<b>Course**</b>	<b>Course Learning Outcomes</b>	<b>Means of Program Assessment and Criteria for Success</b> Outcomes will be assessed by:
1. Demonstrate written, oral, and visual communication skills and principles of the specific academic discipline.	PS 390/SO 390 Research Methods for Behavioral and Social Sciences	Understand various research methods and their appropriate applications	80% of students will correctly answer embedded exam questions related to this outcome

2. Apply discipline specific methods of inquiry to draw conclusions based on verifiable evidence.	PS 390/SO 390 Research Methods for Behavioral and Social Sciences	Analyze and interpret research driven data with appropriate statistics  Analyze published research and design	80% of students will correctly answer embedded exam questions related to this outcome
3. Use technology skills appropriate to the discipline and academic level.	PS 390/SO 390 Research Methods for Behavioral and Social Sciences	Write and present a paper on an analysis of one of the assigned experiments/surveys	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or better on their paper and presentation
4. Analyze the origins, progression, and current nature of contemporary issues in the specific discipline.	PS 390/SO 390 Research Methods for Behavioral and Social Sciences	Write and present a paper on an analysis of one of the assigned experiments/surveys	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or better on their paper and presentation

**\*\*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.**

**Table 9: A.S. in Advanced and Continuous Studies:  
Psychology (Limited to 3<sup>rd</sup> year (Junior year))**

<b>Program Curriculum Map*:</b>	<b>Program Learning Outcomes</b>			
<b>Required Courses</b>	<b>PLO1</b> Demonstrate written, oral, and visual communication skills and principles of the specific academic discipline	<b>PLO2</b> Apply discipline specific methods of inquiry to draw conclusions based on verifiable evidence	<b>PLO3</b> Use technology skills appropriate to the discipline and academic level	<b>PLO4</b> Analyze the origins, progression, and current nature of contemporary issues in the specific discipline
SO-213 History of Social Thought	2	2	2	2
PS-203 Abnormal Psychology	2	2	2	2
SO-105 Social Problems	1	2	2	2
PS 206 Behavior Modification	1	2	2	2
PS-390/SO 390 Research Methods for Behavioral and Social Sciences	3	3	3	3
PS-395 Data Analysis	2	2	3	2
SO-204 Cultural Comparisons	1	2	2	2
PS-204 Psychology of Aging	1	2	2	2

**MASTERY KEY:** 1 = Introductory; 2 = Intermediate; 3 = Level appropriate to mastery.

\* This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved.

**Table 10: A.S. in Advanced and Continuous Studies  
Psychology - Program Learning Outcomes**

<b>Program Learning Outcomes:</b> Upon successful completion of the program students will be able to....	<b>Assessment of Learning Outcomes</b>		
	<b>Course**</b>	<b>Course Learning Outcomes</b>	<b>Means of Program Assessment and Criteria for Success</b> Outcomes will be assessed by:
1. Demonstrate written, oral, and visual communication skills and principles of the specific academic discipline.	PS-390 Research Methods for Behavioral and Social Sciences	Understand various research methods and their appropriate applications	80% of students will correctly answer embedded exam questions related to this outcome
	PS-395 Data Analysis	Understand the relationship between research design and data analysis	80% of students will correctly answer embedded exam questions related to this outcome

2. Apply discipline specific methods of inquiry to draw conclusions based on verifiable evidence.	PS-390 Research Methods for Behavioral and Social Sciences	Analyze and interpret research driven data with appropriate statistics	80% of students will correctly answer embedded exam questions related to this outcome
	PS-395 Data Analysis	Analyze published research and design	80% of students will correctly answer embedded exam questions related to this outcome
3. Use technology skills appropriate to the discipline and academic level.	PS-390 Research Methods for Behavioral and Social Sciences	Write and present a paper on an analysis of one of the assigned experiments/surveys	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or better on their paper and presentation
	PS-395 Data Analysis	Design, select and analyze their own empirical data sets	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or better on their paper and presentation
4. Analyze the origins, progression, and current nature of contemporary issues in the specific discipline.	PS-390 Research Methods for Behavioral and Social Sciences	Write and present a paper on an analysis of one of the assigned experiments/surveys	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or better on their paper and presentation
	PS-395 Data Analysis	Evaluate ethical concerns regarding behavioral and social research	Using a standardized rubric with a high score of 5, 75% of students will score a 3 or better on their paper and presentation

**\*\*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.**

### **3) Relationship of the program to the institutional strategic plan and its effect in other programs at the same institution:**

The proposed program aligns with the college's mission and meets three out of four institutional goals, specifically institutional goals #1 #2, and #4 as mentioned, p. 6. The college community and the legislature of the State of New Jersey have identified the 3+1 degree offerings as responsive to

changing needs of college-bound students who are also seeking broad choices as in-state resident students.

In 2018, PCCC commissioned the *Economic Overview and Program Demand Gap Analysis* conducted by EMSI<sup>1</sup>. The report, which was issued in November 2018, identified several significant findings along with notable recommendations to help inform the growth of PCCC pursuant to its mission statement. EMSI notes that the PCCC service region is the 2<sup>nd</sup> highest job placement county in New Jersey. Further, the 15 largest industry sub-sectors in the service region are professional, scientific and technology services, administrative and support services, merchant wholesalers and retailers, and management companies and enterprises. Upon completion of the proposed A&CS and the bachelor's degree at RCNJ, graduates will have a greater chance of obtaining higher earning jobs over their lifetime as well as a greater chance of becoming re-employed if they ever become unemployed. See Figures 4 and 5. These industry subsectors align well with the associate degree offerings at PCCC. The possibility of Passaic County residents obtaining an affordable baccalaureate degree while having a reasonable commute to campus is very attractive to the existing student body of PCCC students, all of whom are commuters.

#### 4) Need:

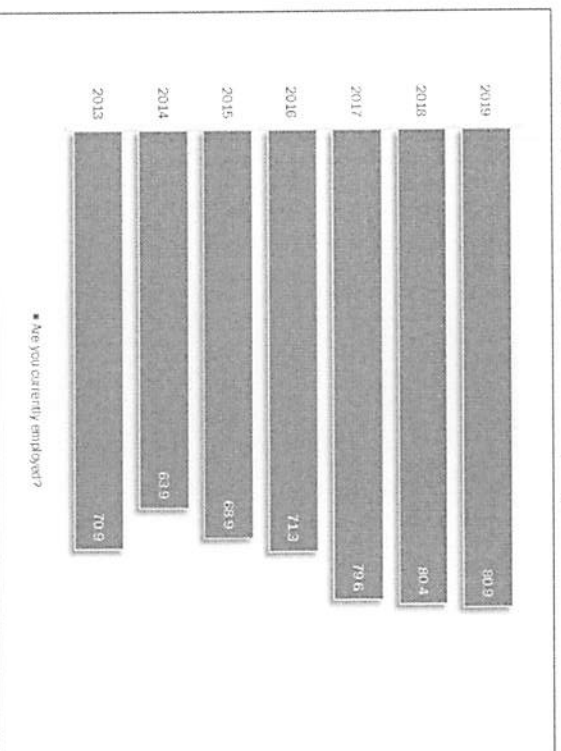
By partnering with RCNJ to offer the A&CS degree, PCCC is building an affordable academic bridge to higher paying employment. The rising affordability and debt crisis affects many students who pursue higher education. Far too many students find themselves saddled with insurmountable debt from earning college degrees. Many students have difficulty finding timely employment in a challenging economy or are underemployed, thereby making it difficult, if not impossible, to pay off student loan debt. The proposed degree will make it possible for PCCC students to complete a bachelor's degree with a significant reduction in cost.

PCCC student employment has trended upwards over the past six years as Figure 2 shows on the next page, firmly establishing PCCC students are dependent upon their own employment earnings to cover common expenses like housing, commuting, daily living expenses, and daycare, in addition to college tuition and fee balances not covered by financial aid.

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<sup>1</sup> EMSI is a private company that provides integrated economic, labor market, demographic and education data, including government, public and private sector sources. EMSI serves the higher education, enterprise and staffing, and economic and workforce development sectors. PCCC relies on the EMSI report for guidance in making programmatic decisions consistent with its mission, goals, and values and planning. <https://www.economicmodeling.com/>

**Figure 2. PCCC Student Employment 2013-2019**



Source: PCCC Graduate Survey, 2019.

In Fall 2019, PCCC conducted a needs assessment for the proposed A&CS of 500 PCCC sophomore students currently enrolled in A.A. and A.S. degrees who are declared as Liberal Arts majors, including Criminal Justice, Psychology and Humanities (generalists). Overall, 86% of responding students expressed high level of interest in the proposed A&CS degree.

Further, responding students expressed a common theme regarding how the proposed program offered at the PCCC tuition rate for the junior year is a significant cost savings, in terms of tuition, transportation costs and accessibility. 51% of survey respondents provided individualized feedback. Notably, one respondent stated, “[The proposed A&CS degree] would make college significantly more affordable for me. Additionally, I probably would not be able to realistically afford a bachelor’s without this program.” Another respondent stated, “More affordable tuition would mean better chances of me graduating.” Finally, two student respondents cited RCNJ’s internship programs as an advantage to transferring there.

For students receiving financial aid, the benefit of the degree is twofold. First, in order to qualify for federal and state financial aid, students must be in a program of study leading to a degree. This degree, once approved, will serve this purpose. Additionally by having the third year of the degree at PCCC’s tuition, fewer students may need to supplement their financial aid packages with student loans.

The financial aid data for PCCC over five years from AY 2011-12 to AY 2016-17 shows that many PCCC students receive state and federal financial aid that fully covers their tuition reducing the need for loans. Figure 3 is found on the next page.



**Figure 3. PCCC Student Financial Aid and Loans AY 2011-12 to AY 2016-17**

Year	First-time full-time un..	Any aid	Federal grants		Loans		State/Local grants	
	Total	Number receiving	Average amount	Number receiving	Average amount	Number receiving	Average amount	Number receiving
2011-12	757	463	4,551	444	3,183	44	1,647	182
2012-13	667	631	4,452	564	3,834	63	1,946	224
2013-14	609	621	4,561	568	3,273	42	2,130	273
2014-15	752	610	4,600	576	3,452	28	2,124	268
2015-16	620	640	4,608	555	4,667	48	2,055	265
2016-17	652	474	4,527	432	4,177	42	1,964	187

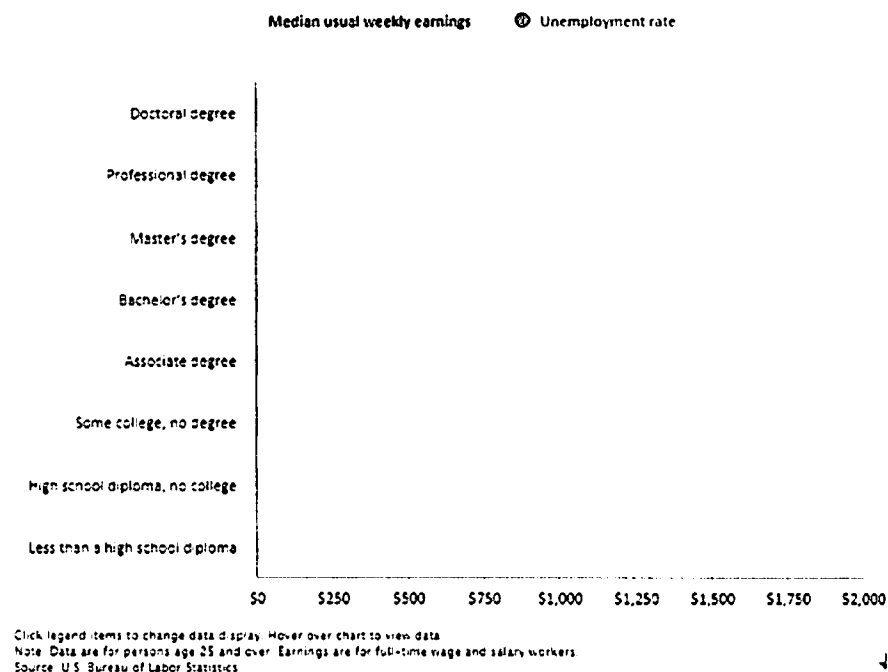
Source: PCCC Office of Institutional Research

<https://public.tableau.com/profile/pccc.institutional.research#!/vizhome/TuitionFinancialAid/TuitionFinancialAid>

In general, there is plentiful longitudinal data that demonstrates the earnings of an employee increase based on educational degree earned compiled by the U.S. Bureau of Labor Statistics.

**Figure 4. U.S. Bureau of Labor Statistics Median Weekly Earning by Educational Attainment, 2017**

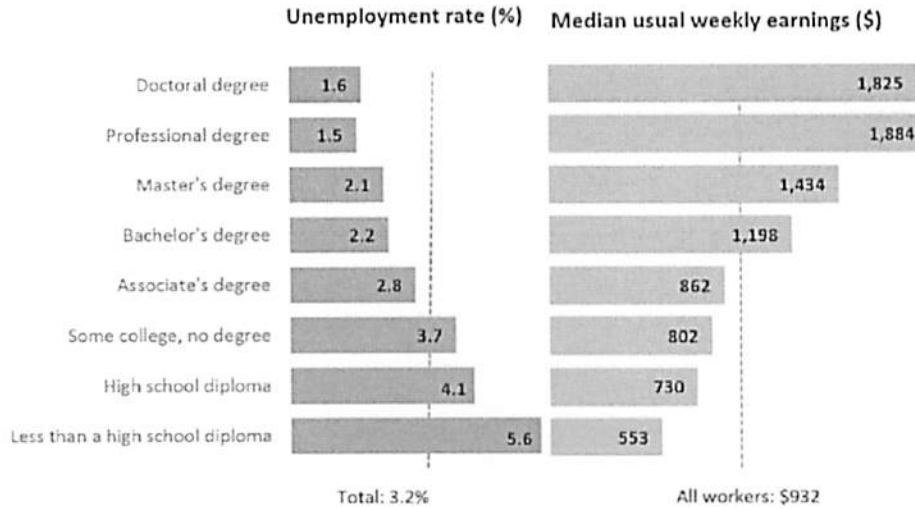
Median weekly earnings and unemployment rate by educational attainment, 2017



As Figure 4 shows, workers medium weekly earnings increase dramatically based on how much education is attained. Generally, a worker who holds a bachelor's degree earns more than the \$907 the median weekly earnings for all workers. (U.S. Bureau of Labor Statistics, 2018.) Unemployment rates are the corollary data to this; unemployment rates dramatically decrease based on workers educational degree earned. See Figure 5 on the next page.

**Figure 5. U.S. Bureau of Labor Statistics Unemployment Rate and Median Usual Weekly Earning by Educational Attainment, 2018**

**Unemployment rates and earnings by educational attainment, 2018**



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

The EMSI analysis indicates that employment opportunities for humanities and social science degree holders have a greater chance of employment if they earn a baccalaureate degree. For instance, in the service region, many liberal arts degree holders are employed as administrative assistants, customer service representatives, managers and supervisors. The baccalaureate degree holders are the job seekers with the most regional job opportunities and the highest wages earning opportunities: sales representatives, wholesale and manufacturing representatives, human resource specialists, securities, commodities and financial services sales agents, human resource managers, real estate agents and claims adjusters, examiners and investigators. The EMSI report also specifies that for New Jersey job seekers who hold an associate degree in criminal justice, psychology and humanities, job openings exist in small number but grow exponentially once a bachelor's degree is earned:

**Table 11: New Jersey Job Openings According to Associate and Bachelor's Degrees**

Discipline	Job Openings – Associate Degree	Job Openings – Bachelor's Degree
Psychology	254	1,446
Criminal Justice	485	879
Humanities -for example Business and Global Studies	508	1,967

The proposed A&CS degree dovetails nicely into the described job opportunities once students transfer to RCNJ and earn a bachelor's degree. The data cited here demonstrate that the PCCC-RCNJ partnership and proposed A&CS degree is well-founded and logical.

The following community colleges offer an A.S. in Advanced & Continuous Studies according to the program inventory for the State of New Jersey. Rowan University at Burlington falls outside of the PCCC service area and is geographically remote from Passaic County.

**Table 12. Location of Same Programs in the State of New Jersey by CIP Code**

College Name and Location	Program Type (including CIP Code)
Rowan University at Burlington	240101

**Student Enrollment:** Since its beginnings in the 1970s, Passaic County Community College has maintained its commitment to offer students the opportunity for a quality education at an affordable tuition. Today, PCCC operates four campus locations throughout Passaic County, each equipped with state-of-the-art facilities. PCCC offers over 90 degree and certificate programs and an award-winning faculty, as well as continuing education, work force development training and community-based programs. The College is a designated Hispanic-Serving Institution (HSI) and has also been the recipient of significant federal grant awards to fund enhanced learning and employment opportunities for its students and the businesses and residents of Passaic County. One of the most diverse colleges in the state, PCCC enrolls over 11,000 students in both traditional and online programs. Currently, the student body is comprised of 61% female (36% full time and 64% part time) and 39% male (47% full time and 53% part time). The average age is 26, with 48% younger than age 22, 49% aged 22 through 39, and 10% 40 years of age or older. Table 13 shows the composition of the current student body by race/ethnicity.

**Table 13. PCCC Student by Race/Ethnicity, 2019**

Hispanic	55%
White	19%
Black	12%
Asian	6%
unknown	6%
other	2%

Source: PCCC Office of Institutional Research (2019)

PCCC bases enrollment projections for the proposed degree on 2018 graduation data and behaviors. Approximately 70-80% of PCCC graduates transferred to a 4-year college or university to pursue a bachelor's degree (70% of A.A.L.A. in Humanities graduates; 70% of A.A.L.A. in Criminal Justice; and 80% of A.A.L.A. in Psychology.) Projections anticipate adding 10 students per year for the following three years in each discipline.

**Table 14. Anticipated Enrollment Patterns**

<b>A.S. in A&amp;CS Liberal Studies: Business and Global Studies</b>			
Academic Year 1	25	Academic Year 3	45
Academic Year 2	35	Academic Year 4	55
<b>A.S. in A&amp;CS Criminal Justice</b>			
Academic Year 1	25	Academic Year 3	45
Academic Year 2	35	Academic Year 4	55
<b>A.S. in A&amp;CS Psychology</b>			
Academic Year 1	20	Academic Year 3	40
Academic Year 2	30	Academic Year 4	50

## **5) Program Resources:**

### PCCC-RCNJ Shared Resources

The PCCC-RCNJ agreement addresses joint administration, joint admission and applications, joint student recruitment, advisement and student success support, sharing of relevant student data, shared curricular development, modification and approval as well as joint marketing of the 3+1 program which is codified in the 3+1 agreement. There will be a shared administrator to implement the program. It is a hallmark of RCNJ's reputation that they have a strong and successful history of partnership for degree offerings.

### PCCC Resources

PCCC will apply its full capacity for advisement and support of students progressing through the proposed A&CS degree. PCCC's top priority is to assist students on their educational and career pathways through effective advising, transfer and student support services. Academic Advisement resides in the Center for Student Success for first year students, who are referred for content specific advisement to support success to graduation. The Office of Career and Transfer Services focuses on cultivating career and transfer preparation. Additional support services, also described in more detail below, have been enhanced to support students as they progress to graduation.

PCCC is a rich multi-cultural environment with a vibrant extracurricular life and a supportive academic and advisement network to encourage student success and completion. The College offers a variety of resources and programs to support students in their academic achievement, educational goals, personal growth, and professional development. These services advance overall student development and become an integral component of the educational process, with the ultimate goal of strengthening learning outcomes. College staff is committed to responding to the full spectrum of diverse student needs and abilities. Students in the 3+1 programs will be encouraged to continue to take advantage of these services in the 3<sup>rd</sup> year (junior year).

### Academic Advisement

At PCCC, academic advisement is coordinated by the Center for Student Success (CSS). A majority of first-year students receive initial advisement from the CSS and the College Success course. Second year students are advised by a content specific academic success navigator who is assigned within a major-pathway. For proposed A&CS degree, there will be a dedicated success navigator for third year PCCC students; self- advisement will be discouraged.

### Student Planning Module (SPM)

An important tool in advisement at PCCC is the Student Planning Module (SPM). New students are introduced to the SPM in their College Success course and use it through to graduation. SPM allows both the advisor and the student to see the entirety of the student's degree program laid out on a semester to semester basis. Upon approval by the New Jersey Presidents' Council, PCCC will add the proposed A&CS degree to the SPM database.

### Office of Career and Transfer Services

The PCCC Office of Career and Transfer Services cultivates a student's career and transfer goals and plans upon enrollment through graduation. This office offers a wide variety of career development services, career assessments, general transfer guidance, professional development workshops, job placement assistance, career fairs, and online resources to assist students with career needs.

## Academic Support

Passaic County Community College (PCCC) is dedicated to serving the needs of the college community by offering tutoring and learning support in a wide variety of subjects. Tutors work one on one and with small groups to help students succeed. College level tutoring is available on all campuses, and hours are posted each semester. In order to provide services for all students, PCCC has created a partnership with Tutor.com. Academic support is available online 24/7 in a wide variety of subjects, and access is available for all current students through their class BlackBoard platforms. Students have the option to connect with a tutor on the spot, schedule an appointment in advance to work with a specific tutor in real time, or submit an assignment for review offline. These tutoring services, already familiar to students, are available to students pursuing the A&CS.

## The Office of Student Advocacy and SOAR

In further support of students and based on evolving student needs, the newly formed PCCC Office of Student Advocacy seeks to help students address and overcome any non-academic barriers that may impede their college success. This includes: mental health issues, homelessness, food insecurity, family and relationship issues, substance abuse, stress management, legal issues, and more. The Coordinator of Student Advocacy will provide crisis counseling, resources, assistance, and referrals for students struggling with life issues outside of the classroom. Faculty and staff may refer a student to the Coordinator at any time. Additionally, the Coordinator will provide ongoing support for the college community in implementation and usage of the SOAR program. The SOAR program (*Student Outreach, Assistance, and Resources*) is an online portal that will provide students and whomever they identify as family members, 24/7 access to specialized counselors, financial and legal experts, community resources, and other professionals with expertise in various life areas.

## 6) Additional Resources Needed to Implement the Program

The overall responsibility of the program will be administered by an Associate/Assistant Dean in the PCCC Office of Academic Affairs. At the outset, no additional full-time or adjunct faculty will be needed; however in some disciplines, additional full time and/or adjuncts may be added as demand for the program grows. The faculty who will be recruited will meet the hiring and retention criteria of both PCCC and RCNJ in accordance with N.J.A.C. Title 9A regulations. The College's computer labs are equipped to handle the proposed degree. Based on the consultant's review of the College during the site visit, additional library resources have been identified and will be added to the existing collection of learning resources. Overall, based on the projections discussed in Section 7, the students who pursue the proposed A&CS degree will not burden existing resources at PCCC. Prior to enrollment declines across the state, PCCC comfortably supported 13,000 students in AY 2017-2019.

**Table 15. Additional Resources Needed to Implement the Proposed A.S. in A&CS**

Full-time Faculty	Add as needed
Adjunct Faculty	Add as needed
Computer Equipment	N/A
Additional Materials	Learning resources for new courses

## Degree Requirements

**Table 16: Third Year- PCCC A.S. in Advanced and Continuous Studies  
Business and Global Studies (for PCCC Humanities students)**

<b>Fall Semester (5<sup>th</sup> Semester)</b>	<b>HRS</b>	<b>Spring Semester (6<sup>th</sup> Semester)</b>	<b>HRS</b>
PL-180 Introduction to International Studies	3	BU-203 Principles of Marketing	3
BU-101 Introduction to Business	3	PL-204 International Politics	3
Foreign Language I	3	Foreign Language II	3
PH-106: Introduction to Ethics	3	Elective	3
Elective *	3	Elective *	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>15</b>

\* Electives to be selected in consultation with the PCCC/Ramapo advisor.

**Table 17: Third Year- PCCC A.S. in Advanced and Continuous Studies  
Criminal Justice**

<b>Fall Semester (5<sup>th</sup> Semester)</b>	<b>HRS</b>	<b>Spring Semester (6<sup>th</sup> Semester)</b>	<b>HRS</b>
SO-213 History of Social Thought	3	SO-390 Research Methods for Behavioral & Social Sciences	3
CJ-301 Criminal Court Process	3	SO-210 Deviance & Social Control	3
SO 105 Social Problems	3	CJ-302 Race, Crime, & Justice	3
PS 203 Abnormal Psychology	3	SO 203 Marriage & Family	3
CJ 209 Terrorism & Political Violence	3	CJ 207 Juvenile Justice	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>15</b>

**Table 18: Third Year- PCCC A.S. in Advanced and Continuous Studies  
Psychology**

<b>Fall Semester (5<sup>th</sup> Semester)</b>	<b>HRS</b>	<b>Spring Semester (6<sup>th</sup> Semester)</b>	<b>HRS</b>
SO-213 History of Social Thought	3	PS-390 Research Methods for Behavioral & Social Sciences	3
PS-203 Abnormal Psychology	3	PS-395 Data Analysis	3
SO-105 Social Problems	3	SO-204 Cultural Comparisons	3
PS-206 Behavior Modification	3	PS-204 Psychology of Aging	3
Elective *	3	Elective *	3
<b>Total:</b>	<b>15</b>	<b>Total:</b>	<b>15</b>

\* Electives to be selected in consultation with the PCCC/Ramapo advisor.

## **Course descriptions**

### **CJ-207 Juvenile Justice**

This course will explore the jurisprudence, law and practice of juvenile justice in the United States. The culpability of children for criminal acts, unique criminal laws and procedures that govern the legal responses to children who break the law, and the societal responses of punishment and protection of adolescent offenders will be analyzed. Recent and significant changes in juvenile justice policy will be examined and analyzed, and located in the context of patterns and explanations of juvenile crime and the social construction of adolescence. In addition to analyses of jurisprudence, case law, and practice, the course also will examine contemporary controversies in juvenile justice and recent Supreme Court cases.

### **CJ- 301 Criminal Court Process**

This course gives a broad overview and introduction to the criminal courts system and processes in the United States.

### **CJ- 302 Race, Crime, and Justice**

This course is an in-depth study of the relationship between race and crime in the United States. It examines both racialized ideological constructions and perceptions of crime, as well as institutional policies and practices.

### **PL-180 Introduction to International Studies**

This course is an introduction to the study of the international arena. People around the world live and relate to each other in countless ways, however some systems of interaction are more visible and powerful than others. By understanding these systems and how people function within them or resist them, students will gain a better understanding of how international processes work, the issues they influence, and how they may affect the lives of individuals. The course will draw from sources and theories in Anthropology, Communications, Economics, Geography, Law, Literature, Political Science and Sociology. It will introduce theories, concepts, history, and methods as well as provide evidence of different cultural understandings of human organization.

### **PS/SO 390 Research Methods for Behavioral and Social Sciences**

This course introduces students to the philosophy and methods of research in the behavioral and social sciences. Topics include but are not limited to: ethical issues, descriptive and inferential statistics, use of library sources, use of psychological tests, designing experiments, conducting field work and surveys, the collection and analysis of data, and the reporting of research.

### **PS 395 Data Analysis**

This course is designed to introduce students to the elements of statistical analysis and experimentation used in psychological research.

### **SO 213 History of Social Thought**

This course, through readings and discussions, introduces students to significant thinkers in the history of sociological theory and how their theories shaped life, culture, and thought through the ages. Topics will include: Transcendence, Rationalism, Reason and Faith, Economics and Political Rights, Democracy and Revolution, Rights of Women, Capitalism, the Illusions of Democracy, the Rights of People of Color and Globalization and Nationalism.



**Table 19. The following is a list of all PCCC General Education Courses relevant to both the 1<sup>st</sup> PCCC degree and the proposed A.S. in A&CS degree**

	Business & Global Studies	Criminal Justice	Psychology
<b><u>Communication</u></b>			
EN 101 English Composition I	X	X	X
EN 102 English Composition II	X	X	X
ENS 106 Public Speaking		X	X
<b><u>Math</u></b>			
MA 101 College Math I	X	X	X
MA 102 College Math II	X		
MA 103 Basic Statistics	X	X	X
<b><u>Science</u></b>			
Any Lab Science	X	X	X
<b><u>Technology</u></b>			
CIS 101 Introduction to Compensation Science	X	X	X
<b><u>Social Science</u></b>			
EC 101 Economics I	X		
PL 101 Introduction to Political Science	X		
PL 102 American National Government		X	
PS 101 Introduction to Psychology		X	X
PS 201 Child Psychology			X
SO 101 Introduction to Sociology		X	X
<b><u>Humanities</u></b>			
AE 101 Appreciation of Art	X	X	X
EN 205 Introduction to Literature			X
EN 215 World Literature I	X		X
EN 216 World Literature II			X
MU 106 Appreciation of Music	X	X	X
PH 101 Introduction to Philosophy	X		X
PH 106 Introduction to Ethics			X
ST 112 Introduction to Theater	X	X	X
Language I	X		
Language II	X		
<b><u>History</u></b>			
HI 101 History of Western Civilization I	X		
HI 102 History of Western Civilization II	X		
HI 201 U.S. History I	X		
HI 202 U.S History II	X		
<b><u>Diversity</u></b>			
CT 101 Critical Thinking	X		
HI 104 History of Latin America	X		
SO 102 Institutional Racism I	X		X
SO 202 Cultural Anthropology	X		



## PROGRAM ANNOUNCEMENT

Date: Fall, 2019

Institution:	Passaic County Community College
New Program Title:	Associate in Science in Criminal Justice
Degree Designation:	Associate Degree
Programmatic Mission Level for the Institution (see Appendix C in AIC manual)	Associate
Degree Abbreviation:	AS.CRIM.JUSTICE
CIP Code and Nomenclature	43.0104
Campus(es) where the program will be offered: (check all that apply)	<input checked="" type="checkbox"/> Paterson <input type="checkbox"/> Passaic <input checked="" type="checkbox"/> Wanaque <input type="checkbox"/> Wayne
Date when program will begin (month and year):	August, 2020
List the institutions with which articulation agreements will be arranged:	Berkeley College, Bloomfield College; Centenary College; Caldwell University; College of Saint Elizabeth; Fairleigh Dickinson University; John Jay College of Criminal Justice; Montclair State University; New Jersey City University; Ramapo College; Rutgers, The State University; St. Peter's University; Thomas Edison College; William Paterson University

Is licensure required of program graduates to gain employment?

☐ Yes    ☒ No

Will the institution seek accreditation for this program?

☐ Yes    ☒ No

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### Program Announcement Narrative

▪ Program Goals and Objectives	page(s): 2
▪ Evaluation and Learning Outcomes Assessment Plan	page(s): 3
▪ Need	page(s): 4
▪ Student Enrollments	page(s): 5
▪ Program Resources	page(s): 5

## **1) Program Description, Goals and Objectives:**

The Criminal Justice Associate in Science degree program focuses on individuals who may elect to enter the criminal justice profession, professionals already employed in the field who wish to advance their careers, and students who want to continue their education at the baccalaureate level.

The program provides an interdisciplinary field of study that examines all facets of the criminal justice system, from law enforcement, to probation and parole, corrections and legal studies. Career choices may include the fields of law enforcement, court support services, probation, corrections, parole, victim and other human related services.

## **2) Evaluation and Learning Outcomes Assessment Plan**

Oversight of assessment and evaluation is multi-layered at the college with heavy emphasis on faculty-leadership process. It starts at the department level with faculty oversight of course assessment and progresses to program assessment oversight at both the department level with support and guidance from academic administration, including a dedicated assessment administrator. Collection, analysis and use of assessment results occurs in a similar multi-layered fashion as assessment oversight. A faculty-led assessment committee conducts periodic reviews of assessment plans, providing guidance and analysis as needed. Assessment results are used in the development of, modification to and sometimes termination of programs as well as curriculum modification, budget proposal and allocation, and development of strategic goals and initiatives included in the college's planning document(s).

The college has developed an extensive sustainable assessment plan based on best practices adopted from regional and benchmark institutions, encompassing both academic and administrative activities at the college. The college has adopted a predictable assessment cycle for administrative, educational and student support units. Programs that seek content-specific accreditation follow an additional assessment and reporting calendar to maintain said accreditation status. Faculty committees support each other in the development and refinement of assessment activity. Assessment activity is reported to the college community on an annual basis.

The proposed program aligns with the college's mission, and specifically institutional goal #1, to provide "high quality programs through flexible and innovative formats that respond to changing community needs." PCCC is a single college institution governed by a single strategic plan and process which ensures coordination of program offerings to avoid duplicability.

## Program Learning Outcomes and Means of Assessment

<b>Program Learning Outcomes:</b> Upon successful completion of the program students will be able to....	Assessment of Learning Outcomes		
	Course*	Course Learning Outcomes	<b>Means of Program Assessment and Criteria for Success:</b> Outcomes will be assessed by:
A. Describe the historical development of policing in America.	CJ-210	CJ-210: Examine how Racial Profiling and other types of biased policing affect the legitimacy of law enforcement.	A. 80% of students will correctly describe this topic in the final exam.
B. Describe the importance of recruitment, selection and training of police officers.	CJ-210	CJ-210: Describe the importance of recruitment, selection and training of police officers.	B. 80% of students will score at least 4 out of 6 on an essay using a scoring rubric.
C. Explain how the Exclusionary Rule impacts police searches and seizures.	CJ-210	CJ-210: Explain how the Exclusionary Rule impacts police searches and seizures.	C. 75% of students will explain the constitutionally correct course of action for public safety practitioners by scoring at least 4 out of 6 on a rubric.
D. Examine the operations of a police agency in order to conduct an ethical study of that institution.	CJ-210	CJ-210: Examine the operations of a police agency in order to conduct an ethical study of that institution.	D. 80% of students will write a scholarly research paper on the operations of a law enforcement agency and earn at least 4 out of 6 on a scoring rubric.
E. Describe the fundamental principles of management employed by criminal justice agencies.	CJ-210	CJ-210: Describe the fundamental principles of management employed by criminal justice agencies.	E. 80% of students will score at least 4 out of 6 on an essay using a scoring rubric.

\*The content listed here represents a cross section of courses where this outcome can be assessed within the program. A fuller representation of the multiple places where this outcome is assessed follows on the program's Curriculum Map.

## Program Curriculum Map\*:

	Program Learning Outcomes				
Required Courses	PLO A	PLO B	PLO C	PLO D	PLO E
CJ-101 Introduction to Criminal Justice	1	1	1		
CJ-102 Police Organization & Administration	2	2		1	1
CJ-105 Criminal Investigation			1		
CJ-106 Criminal Laws of New Jersey	1				
CJ-204 Constitutional Law for Public Safety			2		
CJ-205 Criminal Justice Internship I				2	2
CJ-208 Criminology	2				
CJ-210 Current Issues in Criminal Justice	3	3	3	3	3
PL-103 American National Government	1				

**MASTERY KEY:** 1 = Introductory; 2 = Intermediate; 3 = Level appropriate to mastery.

\* This table shows program outcomes that are mastered across multiple courses given the learning objectives to be achieved

### 3) Relationship of the program to the institutional strategic plan and its effect in other programs at the same institution:

The college community has identified this program as responsive to changing community needs and included it in the college's strategic plan.

Based on regional data referenced in Section A above, this program has been designed to meet the changing employment and education trends and aligns with the college's mission and institutional goal #1, mentioned in Section 2.

### 4) Need:

The A.S. in Criminal Justice degree is consistent with the mission of Passaic County Community College. It also reflects guidance provided by the PCCC Criminal Justice Advisory Council, which notes that AA degrees have more general education content, whereas A.S. degrees have more specialized content in the major. The Advisory Board members have suggested that graduates of an AS in Criminal Justice will be better prepared and informed based on the increase in specialized content for transfer to a 4-year institution. The AS in Criminal Justice Program will replace the AA.LA in Criminal Justice.

The following community colleges offer an Associate in Science in Criminal Justice according to the program inventory for the State of New Jersey.

<b>College Name and Location</b>	<b>Program Type (including CIP Code)</b>
Warren County Community College, Washington, NJ	Associate in Science in Criminal Justice (43.0104)

**5) Student Enrollment:**

<b>Anticipated Enrollments</b>			
<b>Year 1</b>	50	<b>Year 3</b>	110
<b>Year 2</b>	80	<b>Year 4</b>	140

**6) Program Resources:**

<b>Additional Resources Needed to Implement the Program</b>	
Full-time Faculty	None
Adjunct Faculty	None
Computer Equipment	None
Additional Materials	None

## DEGREE REQUIREMENTS (Curriculum)

*NAME:* Associate in Science in Criminal Justice

<b>General Education Requirements:</b> All courses selected for this program must correspond to PCCC'S approved list of General Education courses. Students should meet with an advisor to select appropriate courses required by the transfer institution of choice.	
	<b>Credits</b>
<b>Communications</b>	
EN-101 Composition I	3
EN-102 Composition II	3
ENS-106 Public Speaking	3
<b>Mathematics</b>	
MA-103 Basic Statistics	3
<b>Science</b>	
SC-109 Forensic Science	4
<b>Technology or Information Literacy</b>	
CIS-101 Computer Concepts and Applications	3
<b>Social Science</b>	
PS-101 Introduction to Psychology	3
SO-101 Introduction to Sociology	3
<b>Humanities</b>	
AE-101 Appreciation of Art; or,	3
MU-106 Appreciation of Music; or,	
ST-112 Introduction to Theater	
<b>History</b>	
<b>Diversity</b>	
SO-102 Institutional Racism	3
<b>Ethics</b>	
Additional credits from any category not to exceed category minimums must be selected from PCCC's approved list of General Education courses	
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b>	<b>31</b>
COL-103 College Experience	2
<b>MAJOR REQUIREMENTS</b>	
CJ-101 Introduction to Criminal Justice	3
CJ-102 Police Organization & Administration	3
CJ-105 Criminal Investigation	3
CJ-106 Criminal Laws of New Jersey	3
CJ-204 Constitutional Law for Public Safety	3
CJ-205 Criminal Justice Internship I	3
CJ-208 Criminology	3
CJ-210 Current Issues in Criminal Justice	3
PL-103 American National Government	3
<b>TOTAL MAJOR CREDITS</b>	<b>27</b>
<b>TOTAL DEGREE CREDITS</b>	<b>60</b>



**Guided Pathway Academic Map  
(Suggested Sequence)**

	<b>Credits</b>
<b>First Semester</b>	
COL-103 College Experience	2
EN-101 Composition I	3
CIS-101 Computer Concepts and Applications	3
CJ-101 Introduction to Criminal Justice	3
CJ-106 Criminal Laws of New Jersey	3
<i>Semester total credits</i>	<b>14</b>
<b>Second Semester</b>	
EN-102 Composition II	3
MA-103 Basic Statistics	3
SO-101 Introduction to Sociology	3
CJ-102 Criminal Justice Organization & Administration	3
CJ-208 Criminology	3
<i>Semester total credits</i>	<b>15</b>
<b>Third Semester</b>	
ENS-106 Public Speaking	3
PS-101 Introduction to Psychology	3
Art, Music or Theater (AE-101, MU-106, or ST-112)	3
CJ-105 Criminal Investigation	3
CJ-204 Constitutional Law for Public Safety	3
<i>Semester total credits</i>	<b>15</b>
<b>Fourth Semester</b>	
SC-109 Forensic Science	4
SO-102 Institutional Racism	3
CJ-205 Criminal Justice Internship I	3
CJ-210 Current Issues in Criminal Justice	3
PL-103 American National Government	3
<i>Semester total credits</i>	<b>16</b>
<i><b>TOTAL CREDITS</b></i>	<b>60</b>

**Course Descriptions:**

**CJ-204 Constitutional Law for Public Safety**

This course explores the ways in which judicial interpretation of the U.S. Constitution has created and allocated power to government actors. Using a case study approach, students will build their understanding of judicial perspectives on the operation of public safety agencies by studying major decisions of the Supreme Court and examining basic Constitutional principles controlling the exercise of governmental power. Topics covered will include the Bill of Rights, search and seizure, use of force, confessions and admissions, bail and punishment, and an introduction to the Fourteenth Amendment's equal protection and due process guarantees.

Memorandum of Agreement  
Between  
Passaic County Community College  
and  
The City of Paterson

This Memorandum of Agreement (MOA) dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019 sets forth the terms and agreement between Passaic County Community College ("PCCC") located at 1 College Boulevard Paterson, New Jersey 07505 and the City of Paterson, a municipal corporation of the State of New Jersey located at 155 Market Street Paterson, New Jersey 07505 to share the use and maintenance of a Fire Truck Driving Simulator.

**Background**

**WHEREAS**, Passaic County Community College's Public Safety Academy ("Academy") is the home for firefighter training in Passaic County; and

**WHEREAS**, the City of Paterson owns the Doron 550 Fireplus Driving Simulation System ("Simulator"); and

**WHEREAS**, the parties have agreed to share the Fire Truck Driving Simulator pursuant to the terms of this MOA.

NOW THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES

1. *Term.* This Agreement shall become effective immediately upon signature by the authorized officials from the City of Paterson and the PCCC. This Agreement shall continue in full force and effect unless either party terminates it upon thirty (30) days written notice in the manner provided herein.
2. *Location.* The City of Paterson agrees to house the Simulator at the Academy and PCCC agrees to provide a suitable location at the Academy for the Simulator.
3. *Transportation of Simulator.* PCCC shall transport the Simulator to the Academy. PCCC shall provide the City with a certificate of insurance in the amount set forth below.
4. *Ownership.* The City of Paterson will continue as owner of the Simulator.
5. *Maintenance.* PCCC will be responsible for maintaining the Simulator at PCCC's sole cost and expense, but will not be responsible for replacing the Simulator. **PCCC will exercise ordinary care in rendering maintenance services and will ensure that all maintenance services are provided in a workmanlike manner.**

6. *Use by PCCC.* PCCC Fire Academy will use the Simulator to conduct Driver Training, Pump Operations and Coach of the Emergency Vehicle Operator classes.
7. *Proceeds.* PCCC shall keep all proceeds from classes which utilize the Simulator.
8. *Use by City.* The City of Paterson will be able to use the Simulator at no charge, as needed, subject to scheduling availability.
9. *Records.* PCCC will be responsible for maintaining all records of use and maintenance of the Simulator.
10. *Insurance.* At all times during the term of this Agreement, PCCC shall, insure the simulator of its full value of \$ \$222,335.00 through the County of Passaic self-insurance. PCCC shall provide the City of Paterson with documentation from the County of Passaic self- naming the City of Paterson as an additional insured.
11. *Notices.* All notices required under the terms of this MOA will be given and will be complete by mailing such notices by certified mail, return receipt requested, or by hand delivery, overnight delivery service or via confirmed email, to the address of the parties as shown below, or to such other address as may be designated in writing, which notice of change of address is given in the same manner.

**The City of Paterson**  
Fire Department  
Brian McDermott  
Chief of Department  
300 McBride Ave  
Paterson, New Jersey 07501  
973-321-1400  
[bmcdermott@patersonnj.gov](mailto:bmcdermott@patersonnj.gov)

**With a copy to:**  
City Clerk  
Paterson City Hall,  
155 Market Street  
Paterson, New Jersey 07505

**Passaic County Community College**  
Fire Academy  
Jason Macones  
Director  
300 Oldham Rd

Wayne NJ 07470  
973-304-6020  
[jmacones@pccc.edu](mailto:jmacones@pccc.edu)

**With a copy to:**

Michael A. Cerone, Jr.  
General Counsel  
1 College Boulevard  
Paterson, New Jersey  
07505 [mcerone@pccc.edu](mailto:mcerone@pccc.edu)

12. *Disputes.* If there is a dispute concerning either party's performance under this agreement, the parties will attempt to resolve the dispute amicably between them. If the parties cannot resolve their differences, the parties shall mediate the dispute before a neutral third party mediator jointly agreed to by the parties. Each party will bear its own cost of participating in the mediation and the parties will share the cost of the actual mediator equally. If the dispute is not resolved through mediation, either party may then pursue any available legal remedy to resolve the dispute. The requirements of this paragraph may be met by mediation in the Superior Court of New Jersey pursuant to R.1:40-1 et seq.

13. *Indemnification.* Each party will indemnify the other party and hold the other party harmless for the negligent or intentional acts of the indemnifying party.

14. *Waiver.* No waiver by either party of any term or condition of this agreement shall be deemed or construed to constitute a waiver of any other term or condition of any subsequent breach, whether of the same or different provisions of this agreement.

15. *Severability.* If any of the provisions contained in this agreement are held illegal, invalid, or unenforceable, the remaining provisions shall remain in full force and effect.

16. *Entire Agreement.* No additions, changes or modifications hereof, will be binding unless reduced to writing and signed by both parties.

**[SIGNATURES APPEAR ON THE FOLLOWING PAGE]**

**IN WITNESS WHEREOF,** the undersigned has caused this agreement to be executed as of the date first above written.

**PASSAIC COUNTY COMMUNITY  
COLLEGE**

**ANDRÉ SAYEGH, MAYOR  
CITY OF PATERSON**

\_\_\_\_\_  
**BY:**  
**TITLE:**

**DATED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**ATTESTED TO AND RECORDED BY:**

**WITNESS**

\_\_\_\_\_  
**SONIA GORDON, CITY CLERK**

\_\_\_\_\_  
**DATED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**APPROVED AS TO FORM AND  
LEGALITY:**

\_\_\_\_\_  
**FARRAH IRVING  
CORPORATION COUNSEL**

**DATED:** \_\_\_\_\_

**CITY OF PATERSON**

\_\_\_\_\_

**PASSAIC COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
BYLAWS**

**ARTICLE I  
NAME AND SEAL**

Pursuant to N.J.S.A. 18A:64A-11, the board of trustees is a body corporate and is known as "Board of Trustees of Passaic County Community College".

The name of the college shall be "Passaic County Community College."

The College shall have a seal, the form and design of which shall be adopted by the Board of Trustees and the custody of which shall be with the Secretary of the Board of Trustees

**ARTICLE II  
PURPOSE**

The purpose of Passaic County Community College shall be to provide educational programs as approved by the Secretary of Higher Education, to provide cultural programs and services and to make its facilities available to those groups that serve the interests of the residents of Passaic County.

**ARTICLE III  
BOARD OF TRUSTEES**

Section 1. Voting Members. The voting members of the Board of Trustees shall consist of the county superintendent of schools and 10 persons, eight of whom shall be appointed by the Passaic County Board of Chosen Freeholders, at least two of whom shall be women, and two of whom shall be appointed by the Governor. The appointed trustees shall serve four year terms in accordance with the provisions of N.J.S.A. 18A:64A-9.

Section 2. Alumni Representative. There shall be one non-voting trustee selected by the student body from the graduating class for a one year term commencing at the first meeting of the Board in July following graduation.

Section 3. Ex-officio Member. The President of the College shall serve as an ex-officio member of the Board of Trustees without a vote.

Section 4. Duties and Powers. The Board of Trustees shall have all powers and duties granted to it by state law as set forth in N.J.S.A. 18A:64A-12, N.J.S.A. 18A:3B-6, such other statutes as may be applicable and the rules and regulations of the New Jersey Secretary of Higher Education. The Board of Trustees shall have custody of and be responsible for the management and control of the College.

Section 5. Rules and Regulations; Policies: The Board of Trustees shall from time to time make and revise such rules and regulations and policies not inconsistent with statutory provisions

and the rules and regulations of the New Jersey Secretary of Higher Education, as may be necessary and proper for the administration and operation of a county college and to implement said statutory provisions and rules and regulations. Rules, regulations and policies which are not dictated by the statutes or rules of the New Jersey Office of Higher Education may be adopted, amended and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal shall have been proposed at a previous Board meeting, and once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. With the exception of minor editorial revisions, changes in the proposed policy at the second reading shall cause that reading to constitute a first reading. Nothing contained in these bylaws shall prevent the Board from temporarily suspending any rule, regulation or policy. A Policy Manual of Passaic County Community College containing board policies, rules and regulations shall be established and available at all times.

#### **ARTICLE IV OFFICERS**

Section 1. Officers. The Officers of the Board of Trustees shall be the Chair and the Vice-Chair. The President of the College shall serve as Secretary of the Board.

Section 2. Election; Term. The Chair and Vice-Chair shall be elected at the annual reorganization meeting in November. The Chair and Vice-Chair shall be elected for a one year term and shall hold office until their successors are elected.

Section 3. Duties of the Chair. The duties of the Chair shall be as follows:

- a) preside at all meetings of the Board of Trustees;
- b) appoint all committees and the Chairs thereof;
- c) sign all documents on behalf of the Board;
- d) perform such other duties as are commonly incident to the office.

Section 4. Duties of the Vice-Chair. The duties of the Vice-Chair shall be as follows:

- a) exercise all the powers and duties of the Chair in case of the Chair's absence or inability to act;
- b) perform such other duties as may be prescribed, from time to time, by the Board of Trustees.

Section 5. Duties of the Secretary. The duties of the Secretary shall be as follows:

- a) attend all meetings of the Board of Trustees;
- b) keep the minutes of all proceedings of the Board of Trustees and record all votes taken;
- c) give notice of all meetings of the Board of Trustees;
- d) take charge of the seal of the body corporate and such other books and papers as the Board of Trustees may prescribe;
- e) affix the seal of the body corporate to all documents that may require it;
- f) make such reports to the Board of Trustees as it may request;



- g) prepare and file, or cause to be prepared or filed, such reports or statements as may be required by law and by the rules and regulations of the New Jersey Secretary of Higher Education upon authorization from the Board of Trustees.

The Board may appoint an alternate secretary at the annual organization meeting or such other time as it deems appropriate. The alternate secretary shall serve in the absence of the secretary. Additionally, the Chairman of the Board shall have the authority to designate an acting secretary when conditions require.

## **ARTICLE V MEETINGS**

Section 1. Regular Meetings. The regular meetings of the Board of Trustees shall be held on the third Tuesday of each month at such time and place as shall be set forth in the annual meeting notice adopted by the Trustees at its annual meeting notice, unless otherwise directed by the Chair or a majority of the Board of Trustees.

Section 2. Annual Meetings. The regular meeting in November shall be known as the annual meeting and, in addition to the regular order of business, shall be for the purpose of electing officers, the adoption of an annual meeting notice in accordance with N.J.S.A. 10:4-18 and the designation of official newspapers.

Section 3. Special Meetings. Special Meetings may be called by the Chair or upon the written request of four (4) Trustees. The Secretary shall prepare and deliver to each Trustee an agenda of such Special Meeting at least 48 hours in advance of the Special Meeting.

Section 4. Emergency Meetings. Emergency Meetings may be called by the Chair or the Secretary. An Emergency Meeting shall not require any advance notice and shall be called only to deal with matters of such urgency that a delay would result in substantial harm to the College. The Secretary shall cause all of the requirements of N.J.S.A. 10:4-9 to be met regarding such a meeting.

Section 3. Agenda and Procedure. An agenda for each regular meeting of the Board of Trustees shall be prepared by the Secretary of the Board of Trustees upon the advice of and after consultation with the Executive Committee. A copy of the agenda shall be furnished to each member of the Board of Trustees by hand delivery at least 48 hours prior to the meeting for which it is prepared. A Trustee may elect to receive the agenda via email in lieu of a hard copy. Items not on the agenda may be added thereto by a majority vote of the Board of Trustees. All meeting of the Board of Trustees shall begin with the Pledge of Allegiance.

Section 5. Quorum. A majority of the voting members of the Board of Trustees then holding office shall constitute a quorum. The Board may take action only when a quorum of members is present.

Section 6. Attendance via Electronic Means. Trustees shall make every effort to physically attend each meeting of the Board of Trustees. In the event a Trustee cannot physically attend a

meeting for a legitimate cause, a Trustee may attend a meeting via electronic means such as, but not limited to, telephone and Skype, however a Trustee may not attend a meeting via email, text messaging or the like. In order to be able to participate and vote at a meeting, a Trustee attending via electronic means must have the ability to review all documents which are being considered at the meeting as well as the opportunity for simultaneous aural communications among all participating Trustees.

## **ARTICLE VI COMMITTEES**

Section 1. Executive Committee. The Executive Committee shall be composed of the Chair, Vice-Chair, Secretary, Board Counsel and one trustee appointed by the Chair. This committee will meet monthly in advance of the regular monthly meeting of the Board of Trustees to review the proposed meeting agenda for such regular meeting. The Committee shall also meet at other times deemed necessary by the Chair or the Secretary.

Section 2. Board of School Estimate. Promptly after each annual meeting, the Chair shall appoint two trustees to serve on the Board of School Estimate as required by N.J.S.A. 18A:64A-15. The Secretary shall serve as secretary of the Board of School Estimate.

Section 3. Audit and Budget Committee. The Audit and Budget Committee shall be composed of up to four trustees appointed by the Chair. The committee shall review the proposed operating and capital budgets of the College as presented by administration. Upon completion of the review, the committee shall recommend operating and capital budgets to the Board of Trustees for approval. The committee shall meet with the auditors and administration following the completion of the annual audit to review the financial statements and the auditor's report on the adequacy of internal controls and other findings. The committee may discuss any matters with the auditors that the committee members or auditors believe should be discussed privately, without administration present.

Section 4. Council of County Colleges. The Council of County Colleges Committee shall be composed of two trustees appointed by the Chair. The committee shall represent the College to the Council of County Colleges and provide the Board with information regarding the Council's activities.

Section 5. Ad Hoc Committees. The Chair shall appoint such ad hoc committees as the Board may from time to time deem necessary in order to conduct its business.

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws, applicable statutes and rules and regulations.

## ARTICLE VIII AMENDMENT OF BYLAWS

These bylaws may be amended ~~or repealed at any meeting of the Board, provided the proposed amendment or repeal shall have been proposed at a previous Board meeting, and once proposed, shall have remained on the agenda of each succeeding Board meeting until approved or rejected. With the exception of minor editorial revisions, a proposed amendment or repeal in the bylaws at the second reading shall cause that reading to constitute a first reading. at any regular or special meeting by the affirmative vote of a majority of the voting Trustees then in office provided that the amendment has been furnished to each Trustee in writing at least four (4) days in advance of the meeting at which the vote upon the amendment is to be taken.~~

**PASSAIC COUNTY COMMUNITY COLLEGE  
ADJOURNMENT**

Offered by TANIS Seconded by TRIVEDI

BOARD OF TRUSTEES	YES	NO
DuHaime	X	
Esquiche	Absent	
Marco	Absent	
Moody	X	
Pou	Absent	
Rodriguez	Absent	
Smith	X	
Trivedi	X	
Tanis	X	
Nutter	X	

**DATED: DECEMBER 17, 2019**