



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 January 17, 2017 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**

At 7:00 p.m. on Tuesday, January 17, 2017, the Board of Trustees of Passaic County Community College will hold a regular meeting. The meeting will take place in The Paterson Room, Passaic County Community College, One College Boulevard, Paterson, 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.

CALL TO ORDER

ROLL CALL

CONSIDERATION OF MINUTES – December 13, 2016

PRESENTATIONS:

- A. Presentation: Computer and Information Sciences
- B. Proposed FY2017-2018 Budget

REPORTS

President; Chairman

DISCUSSION AGENDA

- A. **ACADEMIC ITEMS**
 - New Academic Offering: Career Certificate, Mental Health Specialist
- B. **BUSINESS ITEMS**
 - Proposed FY 2017-2018 Budget
 - Request for Chapter 12 Funding
 - Purchases of Goods and Services
- C. **PERSONNEL ITEMS**

EXECUTIVE SESSION

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

PUBLIC HEARING

Proposed FY2017-2018 Budget

ACTION ITEMS

Consent Resolution

- A. **Academic Items**
 - Career Certificate: Mental Health Specialist
- B. **Business Items**
 - Adoption of FY2017-2018 Budget
 - Chapter 12 Funding
 - Purchases of Goods & Services
- C. **Personnel Items**

Individual Resolution(s)

REMARKS: PUBLIC; TRUSTEES

ADJOURNMENT

The following are the minutes of the Board of Trustees of Passaic County Community College held at the Wanaque Academic Center, 500 Union Avenue, Wanaque, New Jersey, held on Tuesday, December 13, 2016.

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 16, 2016.

Chairman Nutter stated that inasmuch as adequate notice of the meeting had been given, the meeting was called to order at 7:10 p.m. A copy of the agenda was reviewed and available for public inspection.

ROLL CALL

Richard A. DuHaime
Jeffrey P. Gardner
Patricia Kebrdle
Alonzo Moody
Sharon C. Smith

Ronak Trivedi
Miguel De Jesus, Alumni Representative
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Robert Davis
Yolanda Esquiche

ABSENT

Assad R. Akhter (arrived at 7:40 p.m.)

CONSIDERATION OF MINUTES – November 15, 2016

Chairman Nutter asked for a motion on Resolution #1 – Consideration of Minutes for November 15, 2016; moved by Trustee Kebrdle; seconded by Trustee Moody. Upon roll call, Resolution #1 passed with Trustees Gardner, Moody, Smith, and Trivedi “abstaining” and all other members present voting “yes.”

PRESENTATIONS

Culinary Arts Program

President Rose provided a recap of the recent Ribbon Cutting Ceremony for the Wanaque Academic Center expansion, which was a long time in the making. He expressed the support of

Congressman Frelinghuysen who was in attendance, as well as, the patience of many of the staff members. One in particular was Chef Louis Hernandez, Director of the Culinary Arts Program, based at the Wanaque Academic Center.

Chef Hernandez began his presentation with a guided tour of the recently-finished-professional-working kitchens. Upon his return with the Board, he passed out his Admissions packets for the program under his direction, which were the A.A.S. Degree in Culinary Arts (66 credits); the Career Certificate in Culinary Arts (33 credits); and the Career Certificate in Baking (33 credits). It was noted that any one of the programs provides the students with stackable credentials so they can in turn work as a professional chef, baker, or pastry chef.

Chef Hernandez then concluded his presentation by providing some basic cooking techniques for at-home cooks, as well as, distinguishing between different cooking terms, i.e. braising versus stewing. A brief question and answer period then took place, with Chef Hernandez being thanked not only for his time, but his patience with the expansion completion.

PCCC DRAFT Institutional Goals and Objectives

President Rose gave a brief overview of Professor Parsha Hobson's many roles at the College over the years, beginning with first being a graduate of PCCC's Radiography Program to now chairing it. In addition, she held many other positions outside that role from being President of the Academic Council to Chair of the Faculty Review Committee to now chairing the Planning and Emerging Issues Committee.

Professor Hobson thanked President Rose for such a wonderful introduction, and then got right to business. She explained the premise behind the development of the document that was being shared that evening in draft form, noting that this would provide the structure for the College's Strategic Plan.

Professor Hobson then presented the DRAFT of the five Institutional Goals and Objectives through a PowerPoint presentation as follows, giving details about each along the way.

DRAFT INSTITUTIONAL GOALS & OBJECTIVES

Goal 1: Ensure academic excellence in existing and new programs of study.

- Objective 1: Offer innovative programs and initiatives that meet career and workforce demands.
- Objective 2: Establish future development plans for PAC in collaboration with community and strategic partners.
- Objective 3: Enhance the sustainability of our assessment driven decision-making process.

Goal 2: Improve student progress & completion.

- Objective 1: Refine academic programs and redesign support services that provide students with clear roadmaps from entry to completion.

Goal 3: Heighten Opportunities for Employee Development.

- Objective 1: Facilitate professional development of faculty and staff that enhances and improves the attainment of student learning outcomes and completion and retention rates.
- Objective 2: Increase professional development opportunities for all employees that fosters peer learning, exchange, and sharing of resources across the institution.

Goal 4: Cultivate and Strengthen Strategic Partnerships

- Objective 1: Solidify and nurture partnerships that enhance the impact of the college on student achievement, employment, and improving the quality of community life
- Objective 2: Ensure PCCC is a visible asset to the region and broadly recognized as an important educational and economic resource

Goal 5: Strengthen Strategic Marketing & Communications

- Objective 1: Improve internal communications and marketing of programs and services
- Objective 2: Enhance external communications and marketing efforts.

She further stated that the process in creating the College's Strategic Plan encompasses an intensive review process with various members of the College Community. The dual purpose of this presentation was to brief the Board of Trustees on the process and to seek their input.

President Rose noted that it was the Committee's intention to bring back a final document for the Board's review and approval in the spring of 2017. Professor Hobson was thanked for her time and the Board was looking forward to providing its input.

REPORTS

President:

President Rose stated he would be happy to answer any questions about his activities, and thanked Ms. Patricia Hardy, Executive Director of the Wanaque Academic Center for hosting the meeting again at her campus. President Rose also took this time to mention that at the meeting held last December, Ms. Hardy had a room dedicated to her for 40 years of dedicated service, along with a plaque that bears such recognition.

DISCUSSION AGENDA

The following items were approved for placement on the Action Items agenda. President Rose stated that he would gladly answer any questions raised.

A. Academic Items

President Rose stated the every year, the College needs to appoint representatives of the College to PALS Plus, Incorporated, in order to participate. As such, Ms. Mibong La, Head Librarian was recommended as the College's representative, along with Dr. Glen Bencivengo, Reference Librarian, as the alternate.

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:

- Information Technology Software Licensing (Software updates and license upgrade)
- Interpreter Services
- Construction Project Professional Services Appointments
- RFP 17-06 Vending Services
- RFP 17-14 Culinary Arts Equipment
- Bid 17-18 Classroom and Office Furniture
- Bid 17-19 Janitorial Supplies
- Bid 17-20 Multimedia Equipment

President Rose elaborated more on the appointment of an architect and construction manager as the College prepares to transform the recently purchased Fire House into the College's Institute for America's New and Emerging Workforce, which was one of the projects finalized by the State of New Jersey GO Bond funding. He also noted that the joint appliance repair program with Haier was doing extremely well with filled classes and other manufacturers interested in similar programs. President Rose was pleased to report that this program was mentioned as being a national model.

C. Personnel Items

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

EXECUTIVE SESSION

Chairman Nutter asked for a motion to go into executive session at 8:17 p.m.; moved by Trustee Tanis; seconded by Trustee Kebrdle. Chairman Nutter stated that the Board would meet

in Executive Session about twenty minutes to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action would be taken. Upon roll call, the motion to go into executive session was approved by all members present voting "yes."

ROLL CALL

Assad R. Akhter
Richard A. DuHaime
Jeffrey P. Gardner
Patricia Kebrdle
Alonzo Moody

Sharon C. Smith
Ronak Trivedi
Steven M. Rose, Secretary
Barbara Tanis, Vice Chairwoman
Harvey J. Nutter, Chairman

Absent

Robert Davis
Yolanda Esquiche

Chairman Nutter called the meeting to order at 8:40 p.m., stating that the Board met in Executive Session to discuss personnel, campus expansion, and matters protected by attorney-client privilege, and that no action was taken.

ACTION ITEMS AGENDA

Consent Resolution

Trustee Gardner moved Resolution #2-Consent Resolution Items A, B, and C; seconded by Trustee Tanis. Upon roll call, Resolution #2 passed with Trustee Moody "abstaining" and all other members present voting "yes."

A. ACADEMIC ITEMS

The appointment of Ms. Mibong La, Head Librarian as PCCC's Library representative to PALS Plus, Inc., and Dr. Glen Bencivengo, Reference Librarian, as PCCC's Library's alternate voting representative to PALS Plus.

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, are so noted and recommended.

Information Technology Software Licensing (Software update and license upgrade) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds; \$53,887.00 Available)

Ellucian	\$53,887.00
4375 Fair Lakes Court	(Recommended Award)
Fairfax, VA 22033	

Interpreter Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional services) (Funding Source: FY 2017 College Operating Funds; \$34,000.00 Available)
Cost per service – increase to estimated spend for FY 2017.

ASL Interpreter Referral Service, Inc.	\$34,000.00
21 Clyde Road, Suite 103	(New Total \$68,000)
Somerset, NJ 08873	(Recommended Award)

Construction Project Professional Services Appointments (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional services) (Funding Source: FY 2017 College Capital Funds; \$330,000.00 Available)

Appointment of Architect and Construction Manager for Institute for America's New and Emerging Workforce project.

<u>Architect</u> (RFQ 16-05)	
Comerro Coppa Architects	6.00% of construction cost
97 Lackawana Ave.	
Totowa, NJ 07512	

<u>Construction Manager</u> (RFQ 16-06)	
A & A Construction	5.00% of construction cost
6 Gardner Road	
Fairfield, NJ 07004	

RFP 17-06 – Vending Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (7) – Food service supplies or services) (Funding Source: Not Applicable)

Compass Group USA, Inc.	28.5% Commission
d/b/a Canteen Vending Services	\$26,000.00 Guaranteed
2400 Yorkmont Road	Minimum
Charlotte, NC 28217	(Recommended Award)

RFP 17-14 – Culinary Arts Equipment (Below Public Bid threshold) (Funding Source: FY 2017 College Capital Funds; \$59,376.00 Available)

Penn Jersey Paper Company 9355 Blue Grass Road Philadelphia, PA 19114	\$14,240.38 (Recommended Award)
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Bid 17-18 – Classroom and Office Furniture (Funding Source: FY 2017 College Capital Funds; \$90,977.86 Available)

Tanner North Jersey 1251 Lakewood-Farmingdale Road Howell, NJ 07731	\$13,520.62 (Recommended Partial Award)
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Academy Furniture and Supplies 515 Dowd Ave. Elizabeth, NJ 07201	\$9,152.30 (Recommended Partial Award)
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W. B. Mason, Inc. 535 Secaucus Road Secaucus, NJ 07094	\$6,620.15 (Recommended Partial Award)
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United Supply Corp. 250 44 th Street Brooklyn, NY 11232	\$5,934.41 (Recommended Partial Award)
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Bid 17-19 – Janitorial Supplies (Funding Source: FY 2017 College Operating Funds; \$55,108.35 Available; FY 2018 College Operating Funds) *FY 2018 award contingent on availability of funds

ATRA Janitorial Supplies Co., Inc. 220 West Parkway, Unit 6 and 7 Pompton Plains, NJ 07444	\$27,951.69 (FY 2017) \$55,903.37 (FY 2018)* (Recommended Partial Award)
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E.A. Morse & Co., Inc. 11-25 Harding Street Middletown, NY 10940	\$6,957.90 (FY 2017) \$13,915.80 (FY 2018)* (Recommended Partial Award)
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Interboro Packaging Corp. 114 Bracken Road Montgomery, NY 12549	\$3,860.50 (FY 2017) \$7,721.00 (FY 2018)* (Recommended Partial Award)
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Spruce Industries	\$1,244.73 (FY 2017)
759 East Lincoln Avenue	\$2,489.45 (FY 2018)*
Rahway, NJ 07065	(Recommended Partial Award)

Staples Contract and Commercial, Inc.	\$2,494.71 (FY 2017)
45 Cedar Lane	\$4,989.42 (FY 2018)*
Englewood, NJ 07631	(Recommended Partial Award)

United Sales USA Corp.	\$587.50 (FY 2017)
185 30 th Street	\$1,175.00 (FY 2018)*
Brooklyn, NY 11232	(Recommended Partial Award)

Bid 17-20 – Multimedia Equipment (Funding Source: FY 2017 College Capital Funds; \$165,800.00 Available)
Base bid plus (3) classroom options

Tele-Measurements, Inc.	\$165,011.00
145 Main Avenue	(Recommended Award)
Clifton, NJ 07014	

C. PERSONNEL ITEMS

- I. Appointment A: Nicola Palmer, Upward Bound Counselor
- II. Reappointment of Grant Administrators, FY 2016-2017 A through C
- III. Grant Administrators' Salaries, FY 2016-2017 A and B
- IV. Faculty Tenure Recommendation: Martha A. Brozyna, Humanities
- V. Part-Time Temporary Appointments
- VI. United Adjunct Faculty Labor Contract FY2016-FY2019

REMARKS:

Public: None

Trustees: President Rose stated that he was sure everyone saw recently in the newspapers that Trustee Assad R. Akhter was up for selection as a Passaic County Freeholder, to fill the vacancy left by Mr. Hector Lora, who was recently named Acting Mayor of the City of Passaic.

And with such, if that appointment does indeed happen, this meeting would be the last one for Trustee Akhter. President Rose thanked him for his short, but distinguished time on the Board and wished him the very best.

Trustee DuHaime spoke briefly about his recent meeting at the Wanaque Academic Center with Mr. Steven Hardy, Vice President for Finance and Administrative Services, and Mr. Robert Mondelli, Vice President of Information Technology, and the possibility of hosting a radio show at the campus sometime in the spring. That event would feature Mr. Joe Piscopo, but with his tentative announcement to run for governor, the status of such could not be determined at this time. He stated he would keep the Board informed.

Trustee Smith and Chairman Nutter both echoed joyous holiday greetings to the College Community family. Chairman Nutter also thanked the Board for re-electing him as Chairman of the Board in his absence last month.

A reminder was given that the annual PCCC Holiday Party would be at the Historic Hamilton Club Building on Wednesday, December 14, 2016 from 3:00 p.m. to 5:00 p.m.

ADJOURNMENT

Chairman Nutter asked for a motion to adjourn the meeting at 8:47 p.m.; moved by Trustee Tanis; seconded by Trustee Gardner. Upon roll call, the motion to adjourn the meeting passed unanimously with all members present voting "yes."

PASSAIC COUNTY COMMUNITY COLLEGE
Resolution #1 – CONSIDERATION OF MINUTES

Offered by TANIS Seconded by TRIVEDI

Board of Trustees	Yes	No	Abstain	Absent
Davis				X
DuHaime	X			
Esquiche	X			
Gardner	X			
Kebrdle	X			
Moody				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 December 13, 2016 Board of Trustees meetings, as presented.

DATED: JANUARY 17, 2017

PASSAIC COUNTY COMMUNITY COLLEGE
RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

Offered by GARDNER Seconded by KEBRDLE

	Yes	No	Abstain	Absent
Board of Trustees				
Davis				X
DuHaime	X			
Esquiche	X			
Gardner	X			
Kebrdle	X			
Moody				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 and the Board of Trustees, hereby approves the following actions:

A. ACADEMIC ITEMS

Career Certificate

The Career Certificate in Mental Health Specialist, consisting of thirty (31) credits wherein students earning this certificate will garner the knowledge and skills to seek employment in a mental health agency while the credits they earn will be applied towards an Associate in Science Degree in Human Services, Mental Health Option.

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

B. BUSINESS ITEMS

FY 2017-2018 Budget

BE IT RESOLVED that the Board of Trustees of Passaic County Community College, upon the recommendation of the President, hereby approves Passaic County Community College's Operating Budget in the amount of \$52,122,408; the Chapter 12 Funding in the amount of \$3,200,000; and the Capital Budget in the amount of \$1,714,790, for the fiscal year commencing on July 1, 2017 and ending on June 30, 2018; and be it further

RESOLVED that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$14,019,719 to be raised through tax levy for current operations for the Fiscal Year commencing July 1, 2017 and ending June 30, 2018; and be it further

RESOLVED that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$3,200,000 to be raised through the issuance of bonds for the attached Chapter 12 Funding (Attachment A) for the Fiscal year commencing July 1, 2017 and ending June 30, 2018; and it be further

RESOLVED that the Board of Trustees of Passaic County Community College formally requests that the Board of School Estimate of Passaic County Community College fix the amount of \$1,714,790 to be raised through the issuance of bonds for the attached capital equipment list (Attachment B) for the Fiscal year commencing July 1, 2017 and ending June 30, 2018.

Purchases of Goods and Services

The following goods and services outlined below, which were obtained through a Fair and Open Process, in compliance with NJSA 19:44A-20.4et. seq. and NJSA 18A:64A-25 et al. are so noted and recommended. The Vice President for Finance and Administration certifies funding is available.

Information Technology Software Licensing and Maintenance (Colleague Self-Service Financial Aid) (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017-21 College Operating Funds; \$52,390.27 Available in FY 2017)

PASSAIC COUNTY COMMUNITY COLLEGE

RESOLUTION #2-CONSENT AGENDA ITEMS A, B, and C

Ellucian **\$18,306.70**
4375 Fair Lakes Court **(Recommended Award)**
Fairfax, VA 22033

FY 2017	Perpetual license	\$9,687.00
	Pro-rated maintenance (5 months)	\$727.00
FY 2018	Maintenance (5% increase)	\$1,831.20
FY 2019	Maintenance (5% increase)	\$1,922.76
FY 2020	Maintenance (5% increase)	\$2,018.90
FY 2021	Maintenance (5% increase)	\$2,119.84

FY 2018-21 Commitments contingent on future budget approvals

Testing Units (Public Bid Exception per NJSA 18A:64A-25.5 a. (19) – Goods or services for proprietary computer hardware, software, or systems) (Funding Source: FY 2017 College Operating Funds; \$34,407.45 Available)

The College Board **\$34,000.00**
250 Vesey Street **(Recommended Award)**
New York, NY 10281

Interpreter Services (Public Bid Exception per NJSA 18A:64A-25.5 a. (1) – Professional services) (Funding Source: FY 2017 College Operating Funds; \$107,045.50 Available)

Cost per service – increase to estimated spend for FY 2017 to cover Spring 2017 Semester.

ASL Interpreter Referral Service, Inc. **\$107,047.50**
21 Clyde Road, Suite 103 **(New Total \$175,047.50)**
Somerset, NJ 08873 **(Recommended Award)**

C. PERSONNEL ITEMS

- I. Separations: A: Edna E. Ortiz, Executive Secretary
B: Lorren L. Whitaker, Student Dev Specialist
C: Luis Guzman, Criminal Justice Faculty
- II. Appointments: A: Sasha Jimenez, College and Career Specialist, College Bound/
GEAR UP
B: James D. Wallace, Education Specialist, STEM
- III. Part-time Temporary Appointments

PROGRAM ANNOUNCEMENT

Date: 9/12/16

Institution:	Passaic County Community College
New Program Title:	Mental Health Specialist
Degree Designation:	Career Certificate
Programmatic Mission Level for the Institution (see appendix C in A/C manual)	Associate
Degree Abbreviation:	CERT.HSCV.MH
CIP Code and Nomenclature (if possible): If outside the classification indicate Not Applicable)	440701
Campus(es) where the program will be offered:	Main Campus, Paterson Passaic Campus
Date when program will begin (month and year):	January 2017
List the institutions with which articulation agreements will be arranged:	N/A

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

Will the institution seek accreditation for this program? Yes X No

▪ If yes, list the accrediting organization:

Program Announcement Narrative

- Objectives
- Need
- Student enrollments
- Program Resources

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page(s): 3

1) OUTCOMES:

Program Intended Learning Outcomes: Upon successful completion of the program students will.....	Means of Program Assessment and Criteria for Success: Outcomes will be assessed by:
A. Apply the skills and knowledge acquired in the classroom to client contact within a social services setting. B. Perform professionally, legally, and ethically, displaying cultural competence, according to the Ethical Standards for Human Services professionals. C. Establish rapport with individuals with mental health disorders. D. Demonstrate ability to counsel clients with mental health disorders. E. Critically review literature on mental health disorders.	A. B. C. D. Seventy-five (75%) per cent of students will attain a composite score of 12 or higher on the evaluation rubric based on criteria established by the Human Services Program. E. Seventy-five (75%) per cent of students will attain a grade of eighty (80%) per cent or higher on the Evaluative Annotated Bibliography in HS 207 Human Services Program Fieldwork I.

2) NEED:

According to the Bureau of Labor Statistics, United States Department of Labor, *Occupational Outlook Handbook, 2015-2016 Edition*, employment of mental health counselors is projected to grow up to twenty (20%) per cent from 2014 to 2024, much faster than the average for all occupations.

The number of individuals who have access to health insurance is expected to continue to increase because of federal health insurance reform. The law requires insurance plans to cover treatment for mental health issues in the same way as other chronic diseases. This will increase access to prevention and treatment services to more people who were previously uninsured, did not have these services covered, or found treatment to be cost-prohibitive. Mental health centers and other treatment and counseling facilities will need to hire more mental health counselors.

In addition, the number of military veterans needing and seeking mental health treatment is expected to increase over the next decade. The federal government, community clinics, and local hospitals will need to expand their mental health counseling staff to provide timely and effective treatment for veterans and active duty personnel.

3) STUDENTS:

Anticipated Enrollments			
Year 1	15	Year 3	25
Year 2	20	Year 4	30

4) PROGRAM RESOURCES

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

MENTAL HEALTH SPECIALIST CERTIFICATE

Certificate Requirements

Course No.	GENERAL EDUCATION REQUIREMENTS (12 credits)	Credits
	<i>Communication (3 credits)</i>	
EN 101	Composition I	3
	<i>Technology (3 credits)</i>	
CIS 101	Computer Concepts & Applications	3
	<i>Social Science (6 credits)</i>	
PS 101	Intro to Psychology	3
PS 102	Human Growth and Development	3
	Total General Education Credits	12
	CERTIFICATE REQUIREMENTS (19 credits)	
HS 101	Intro to Human Services	3
HS 111	Intro to Mental Health	3
HS 203	Counseling Techniques	3
HS 204	Group Dynamics	3
HS 207	Human Services Program Fieldwork I (placement in a mental health facility)	4
HS 212	Mental Health Counseling	3
	Total Certificate Requirements	19
	Total Career Certificate Credits: 31	

Three Semester Sequence

FIRST SEMESTER		CREDITS	TOTAL
CIS 101	Computer Concepts & Applications	3	
EN 101	Composition I	3	
HS 101	Introduction to Human Services	3	
PS 101	Introduction to Psychology	3	
	FIRST SEMESTER TOTAL CREDITS		12
SECOND SEMESTER			
HS 111	Intro to Mental Health	3	
HS 203	Counseling Techniques	3	
HS 209	Drugs, Society, and Human Behavior	3	
	SECOND SEMESTER TOTAL CREDITS		9
THIRD SEMESTER			
HS 204	Group Dynamics	3	
HS 207	Human Services Program Fieldwork I	4	
HS 212	Mental Health Counseling	3	
	THIRD SEMESTER TOTAL CREDITS		10

CERTIFICATE DESCRIPTION:

The Mental Health Specialist Certificate provides the student with the knowledge and skills to effectively work in a mental health agency. Students will be introduced to assessment, recordkeeping, and counseling skills necessary to work in the field of mental health.

SIMILAR PROGRAMS:

INSTITUTION OFFERING PROGRAM	PROGRAM TYPE
Brookdale Community College	Career Credit Certificate (CIP Code 440701)
Camden County College	Career Certificate (CIP Code 440701)
Essex County College	Career Certificate (CIP Code 440701)
Salem County College	Career Certificate (CIP Code 440799)