

Office of the President
70 Sip Avenue
Jersey City, New Jersey



**Summary of Proceedings at the
Meeting of the Board of Trustees
March 11, 2014**

5:00 p.m.

**Mary T. Norton Room, 70 Sip Avenue
Jersey City, New Jersey**

Trustees present were: Kevin Callahan; Dr. Glen Gabert (ex officio); Karen A. Fahrenholz (Secretary/Treasurer); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Ramsey Olivencia, Student Alumni Representative; Jeanette Peña

Trustees absent were: Adrienne Sires

Comments from the Public:

- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, on behalf of the faculty, congratulated former Trustee James Fife on his appointment as Mayor of Harrison. He stated that Mr. Fife contributed a lot to the College and its accreditation.
- Instructor Ismael Randazzo expressed gratitude to the trustees and administration for naming the new library building "*Library*" instead of Learning Resources Center.

Awards, Recognitions and Special Reports:

- Trustee Netchert announced that James Fife was chosen Mayor of Harrison and, therefore, was required to resign from the Board. Dr. Gabert said the College would plan an appropriate recognition of Mr. Fife's significant contributions to HCCC.

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- Trustee Netchert appointed the following Trustees to serve on standing committees:

Capital Project Advisory Committee

Bakari Lee (replacement for James Fife)

Personnel Committee

Joann Kosakowski, Chair

Kevin Callahan (replacement for James Fife)

Academic and Student Affairs Committee

Ramsey Olivencia, Student Alumni Representative

- Dr. Gabert gave the following reports:
 - ♦ The State has released funding for the new Science Center building project.
 - ♦ Dr. Rod Risley, Executive Director and CEO, Phi Theta Kappa Honor Society, will give the commencement address at NJPAC, May 22, 2014. The Heritage Award recipient and the person giving the invocation will be announced at the April Board Meeting.
- Dr. Paula Pando, Vice President for Student Affairs/NHC, provided an Enrollment Update. *(Attached)*
- Thomas Brodowski, Vice President for Administrative Services and John Sommer, Chief Finance Officer, gave a presentation on the budget. *(Attached)*

The trustees **approved the minutes** of the Regular Meeting of February 18, 2014

The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration and endorsed by the Finance Committee:

- The FY 2013 Audit Report conducted by Spire Group of Clark, New Jersey, was approved.
- The award of a contract for wiring the new Library building was awarded to Johnston Communications of North Arlington, New Jersey, at a total cost not to exceed \$399,980.00.

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- The resolution authorizing Hudson County Community College to enter into a cooperative pricing agreement for the purchase of goods and services with the "Lead Agency," Middlesex Regional Educational Services Commission was approved.
- The purchase of furniture for the new Library was awarded to (4) four vendors at a total cost of \$800,659.14 and will be coordinated for the College by WB Wood of Basking Ridge, New Jersey.
- The award of vendor for the purchase of shelving and furniture for the new Library was awarded to Longo Associates of Ramsey, New Jersey, at a total cost not to exceed \$307,956.00. This purchase will be coordinated through the "Lead Agency," Middlesex Regional Educational Services Commission.
- The purchase of lab equipment and lab supplies for various sites campus-wide was awarded to Ward's Science of Rochester, New York and Sargent Welch of Arlington, Illinois, at a total cost not to exceed \$25,000.00.
- The appointment of an external evaluator for Title V Award – "Picking up the Pace" for FY 2014 was awarded to Howard Parish from Alliance for Creative Education, of Cranford, New Jersey, at a total cost not to exceed \$15,000.00.
- The amendment to the resolution for snow plowing and salting for FY14, originally awarded to Broadway Gulf Service of Jersey City, New Jersey, for \$17,500.00, and increased to a total cost not to exceed \$43,000.00, was approved.
- The Operating Budget for FY2015 was approved.
- Approval was granted to acquire via the Chapter 12 Program \$1,600,000.00 for capital projects, plus additional funds in the amount up to \$1,600,000.00 to be covered by County or County-backed bonds as per Chapter 12 requirements. The \$3,200,000.00 in total will be used to further implement the College's Facilities Master Plan in Journal Square, for, but not limited to: 79-81 Sip Avenue, 162-168 Sip Avenue and 119 Newkirk Street.
- Authorization to rename Facilities Committee - "*Capital Projects Advisory Committee*" was approved.
- Authorization to enter into a settlement with Xerox was approved.

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- Authorization was granted to request up to \$10,800,000.00 for capital projects for the construction of the new Science Center building in Journal Square on Academy Street connected to the Cundari Center to further implement the College's Facilities Master Plan.

The following actions were taken regarding **personnel recommendations** brought forward by the Administration and endorsed by the Personnel Committee:

- The resignation of a HHS-Site Coordinator and a PC Technician was accepted.
- Staff were appointed to the following full-time job titles: Instructional Designer & Technologist; and Career & Transfer Counselor.
- Persons were approved for inclusion on the list of those authorized for additional new and continuing part-time employment: March 12 – June 30, 2014.

The following actions were taken concerning **academic and student affairs**:

The amendment to the Academic Calendar Fall 2014 was approved.

❖ Highlights of the Revised Academic Calendar Fall 2014

1. *The start and end dates for Fall 2014 are Wednesday, September 3 – Friday, December 19, 2014.*
2. *College Service Day is on Wednesday, August 27 and All College Faculty Meeting on Thursday, August 28.*
3. *Late registration for Fall 2014 begins Thursday, August 28, 2014.*
4. *Convocation is on September 24 - no day classes in session.*
5. *Spring 2015 registration begins November 1, 2014.*
6. *Wednesday before Thanksgiving – November 26 – day classes in session; no evening classes.*

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The following actions were taken concerning ***new business***:

- The resolution naming Room L-527 in the new Library in honor of the late Trustee Alfred Zampella was approved.
- The resolution naming Room L-518 in the new Library in honor of historian Thomas Fleming was approved.

The **meeting was adjourned** at 5:50 p.m.

The minutes of the Board of Trustees Meeting, upon approval, are available in the College Library, the President's Office and on the College website.