

Summary of Proceedings at the
Meeting of the Board of Trustees
September 18, 2013

5:00 p.m.

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

Trustees present were: Karen A. Fahrenholz (Secretary/Treasurer); James Fife; Dr. Glen Gabert (ex officio); Shannon Gallagher (Alumni Representative); Roberta Kenny; Joanne Kosakowski; Bakari Gerard Lee (Vice Chair); Alfred Zampella

Trustees not present were: William Netchert (Chairman); Jeanette Peña; Adrienne Sires and Katia Stack

Comments from the Public:

- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, said he was happy that the one-year contract approved by his membership had passed. In the future, he hoped multi-contracts could be negotiated.

Awards, Recognitions and Special Reports:

- Dr. Gabert reported on the following:
 1. He announced that an event was scheduled at his home on September 27th, 5:30 p.m. recognizing new employees and employees who have made significant contributions or who have reached milestones.
 2. He reminded Trustees that the Foundation's Donor Scholarship Dinner is scheduled for Wednesday, October 9th, 5:30 p.m. at the Culinary Conference Center.
- Trustee Lee told trustees that the ACCT Annual Congress is scheduled for October 2-5 in Seattle, Washington.
- Ara Karakashian, Chair, All-College Council gave a presentation on the activities and focus goals of the All College Council. (*Attachment*)

The trustees **approved the minutes** of the Regular Meeting of August 13, 2013 and amended Minutes of the June 13, 2013 Meeting.

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

- The award of an integrated library system (ILS) vendor for F14 was awarded to SirsiDynix Corporation of Lehi, Utah at a cost not to exceed \$25,310.62.
- The award of annual Apple Computers & assorted electronic & maintenance Parts for FY14 was awarded to Apple Computers of Austin, Texas at a cost not to exceed \$180,000.00.
- The award of a sprinkler system/monitoring/inspection service vendor for FY14 for all college locations was awarded to SIMPLEXGRINNELL LP., of Rockaway, New Jersey at a cost not to exceed \$ 25,230.00.
- The award of an alarm/monitoring/inspection service vendor for FY14 for all College locations was awarded to AFA Protective Systems, Inc., of North Brunswick, New Jersey at a cost not to exceed \$17,500.00.
- The contract for services to the Blackboard Learning Management System was extended with Blackboard Incorporated of Washington, D. C. for FY14 at a total cost not to exceed \$164,904.00.
- The Dinner Sponsor by the College for the 2013 Annual College Foundation Dinner was approved at a cost of \$20,000.00.
- The award of a vendor for the leasing of mail processing equipment for FY14 was awarded to Pitney Bowes of Stamford, Connecticut at a cost not to exceed \$39,600.00.

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

- The retirement of a Call Center Coordinator was approved.

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- The resignations of a Secretary; Counselor; Assistant Registrar; and Assistant Dean of Students were accepted.
- Staff was appointed to the following full-time job titles: Director of Practical Nursing; and Head Tutor.
- Staff was appointed to the following temporary assignments: Instructor, Culinary Arts, Instructor, Criminal Justice, Instructor, Academic Foundations (2), Instructor, English; Instructor, ESL; Instructor Biology, Instructor History.
- Persons were approved for inclusion on the list of those authorized for new, and continuing part-time employment: August 15 – June 30, 2014.
 - The appointment of the adjunct faculty pool for Fall 2013 was approved.
 - The collective bargaining agreement between HCCC and the HCCC Professional Association for July1, 2013 – June 30, 2014 was approved.

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

- The proposed Associate in Science degree in Business Administration was approved effective AY 2013-2014.

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

- The resolution naming room E214/215/216 in honor of Philip Johnston was approved.

The **meeting was adjourned** at 6:00 p.m.

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