

**Summary of Proceedings at the
Meeting of the Board of Trustees
August 14, 2018
5:00 p.m.
Mary T. Norton Room
70 Sip Avenue, Jersey City, New Jersey**

Trustees present were: Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Roberta Kenny; Joanne Kosakowski; Bakari Lee (Vice Chair); William Netchert (Chairman); Jeanette Peña; Chris Reber (ex officio); Adrienne Sires; Harold Stahl

Trustees absent: Kevin Callahan; Hamza Saleem (Student Alumni Representative)

Comments from the Public: There were no comments from the public.

Chairman William Netchert welcomed Christopher Reber, as the new President, to his first Board of Trustees Meeting. He said that the Board was committed to working with him as well as giving their full support. He asked for the staff and administration's cooperation in support of the President.

President Reber said that the College's deepest sympathies go out to the family of Shoshana Goldstein, who passed away recently. Shoshana was the President of the HCCC Adjunct Federation and an adjunct professor with the College for over 30 years. He said he had the pleasure of meeting with her several weeks ago. He then asked for a moment of silence for Shoshana and her family.

President's Report:

President Reber offered the following report:

Trustees, it is an honor to join you today for my first meeting of the Hudson County Community College Board of Trustees.

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I have requested an opportunity to provide brief remarks under a President's Report today, and, with your concurrence, I'd like to continue doing this at future meetings of the Board.

My first six weeks as your new President have been action-packed and exhilarating. My "Listening Tour" has now included over 80 meetings with hundreds of trustees, students, faculty, staff, alumni, partners, Foundation Board members, New Jersey Community College colleagues, and many members of the community and beyond.

I have reported to you, through our very helpful weekly Green Memos, a number of themes and initial directions that I am taking that are informed by my many meetings and conversations with College constituents, and by your counsel. I won't repeat most of the information that I have already shared but will of course be happy to discuss anything that you might wish.

I strongly believe that successful colleges are happy colleges. Under your guidance, I will always seek to lead and support this College's continued growth and success through a collaborative, student centered and transparent approach.

Grounded in my leadership and service is the fundamental belief that every person matters, every member of our college community should be encouraged to share ideas and provide input into decision making, and everyone's contributions should be celebrated to the fullest extent possible. I will seek to build trust that is fundamental to these principles and to our collective desire to employ best practices in shared governance in everything we do.

I will therefore always strive to seek broad input, and to make decisions that are informed by this input and meaningful data. And at the end of the day, I will always make decisions and recommendations to you that I believe are in the best interests of the College.

About a week ago we all said goodbye to our long-serving colleague, Dr. Paula Pando, as she now makes her way to Virginia to begin her presidency of J. Sargeant Reynolds Community College in Richmond. Dr. Pando's impact on the college over many years is palpable and pervades every part of the College. We wish Paula all the best in her new presidency. She has shared with me that all she has experienced and learned at Hudson County Community College will be prominent in her leadership.

I want to thank Vice President Eric Friedman and Chief Financial Officer Veronica Zeichner for agreeing to assume new and expanded leadership responsibilities for many of the areas that Dr. Pando previously supervised, and I believe that the model for our leadership team that is taking shape will serve the College exceedingly well going forward.

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And I welcome the opportunity to work directly with two very dedicated and successful colleagues, Dean of Enrollment Lisa Dougherty and Dean of Student Services Michael Reimer, who have now joined our Cabinet.

I also look forward to meeting regularly with the officers of our All-College Council and our four Collective Bargaining Associations; with a newly established President's Executive Council; and I look forward to monthly Town Hall Meetings to which everyone is invited.

Our most immediate priority is Middle States reaccreditation, which is clearly Priority #1 since this is the year of our Decennial review. We are making good progress but much more work remains to be done. I thank Senior Vice President Eric Friedman for assuming the role of Accreditation Liaison Officer, and all of our Strategic Planning Committee members for their outstanding work.

Other early priorities include Strategic Enrollment Management; enhanced employee search and workforce management and support processes; and progress in improving and further integrating our marketing, website and communications strategies to bring added visibility to the College's inspirational programs and services.

Last week I was honored to attend a graduation celebration for the first cohort of HCCC students to complete our new Associate of Science in Radiography degree program. That ceremony, attended by proud family members, faculty, staff and others, was nothing short of inspirational as we witnessed the transformational and life-changing impact of this achievement in the lives of the students and their families. There was excitement and enthusiasm on the faces of those students and family members!

Events such as this remind all of us why we are involved in College life. I want to congratulate and thank Dr. Friedman, Dean of Instruction Dr. John Marlin, Associate Dean of Nursing and Health Science Catherine Sirangelo, and Radiography Program Director Suzanne Novy, for their leadership in transitioning this new program from our long-standing partnership with Christ Hospital CarePoint's School of Radiography to Hudson County Community College.

I can't do justice to the myriad of other inspirational things that happen at this College day in and day out, but allow me to mention just a few additional and recent points of pride.

The Research and Development Council of New Jersey has awarded Merit Scholarships to eight Hudson County Community College STEM majors and HCCC Chapter of Phi Theta Kappa International Honor Society members: Nghia Vo, Ngoc Yen Nhi Vo, Ann Boby Mathews, Sarra Hayoune, Said Koubane, Abderahim Salhi, Lauren Choi, and Fardeen Syed.

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The luncheon honoring our eight students and seven students from other colleges was held recently at Princeton University. Yes, you heard that right. Over half of the 2018 New Jersey Merit Scholarship recipients are Hudson County Community College students!

And Phi Theta Kappa members Virti Shah and Sarra Hayoune recently presented their National Science Foundation Research projects at Queensborough Community College. Sarra is conducting research at the American Museum of Natural History, and Virti is working at Queensborough Community College. We also salute Phi Theta Kappa Advisor, Professor of Mathematics Theodore Lai, who has done exceedingly fine work in leading and supporting these and so many more of our talented students!

Our annual HCCC Foundation Golf Outing – the 16th annual event and one of four major fundraisers sponsored by the Foundation – was a great success. More than 100 golfers attended the event on Monday, July 9th at the Forest Hill Field Club in Bloomfield, and more than \$71,000 was raised for scholarships. Thanks and congratulations to Vice President for Planning and Development Dr. Nicholas Chiaravalloti, Foundation Chair Richard Mackiewicz, Planning and Development Assistant Mirta Sanchez, and a most dedicated planning committee of 11 Foundation Board members and others.

I'm pleased to share that this fall we will begin several new programs, which are important new opportunities to serve our region and grow our enrollment. These include associate degrees in Addiction Counseling, Homeland Security, Exercise Science, Medical Sciences Pre-Professional, and Medical Billing and Coding. I thank the many faculty and staff colleagues who developed these programs that address high-priority needs in our community and beyond.

We have a team that is busy preparing our application to become a pilot site for the initial offering of \$20 million in state-funded financial aid for students from low-income families. As you are aware, it is expected that between 8 and 12 of New Jersey's 19 community colleges will receive funding for spring 2019 through the new Community College Opportunity Grant program. The initial focus for the pilot colleges will be serving current students whose needs exceed what federal Pell funding is able to provide. I want to especially thank our colleagues Nicholas Chiaravalloti, Jerry Trombella, Sean Kerwick, Dorothea Graham King, Lisa Dougherty, Jennifer Christopher, Pam Bandyopadhyay, Sheila Dynan, Sylvia Medoza, John Marlin, Michael Reimer and Chris Wahl for their leadership. I'll be meeting with New Jersey Council of County Colleges President Aaron Fichtner at HCCC this Friday to discuss this and other initiatives, and we'll keep you informed.

Trustees, I'm honored to be your president and thank you again for your trust. I look forward to working with all of you and to a long and productive relationship in support of our students and our community.

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Regular Monthly Reports and Recommendations:

1. **Minutes of Previous Meetings**

The trustees approved the **minutes of the regular Meeting** of May 8, 2018.

2. **Gifts, Grants, and Contracts Report**

The College has received the following grant:

TITLE: Carl D. Perkins Grant for Career and Technical Education (CTE)

AGENCY: New Jersey Department of Education

PURPOSE OF GRANT: HCCC received notice of our FY'19 allocation to be utilized for direct instructional support for HCCC CTE programs.

COLLEGE ADMINISTRATOR: Dayneesa McMillan

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$817,247

3. **Middle States Self Study Update – August 2018**



**Hudson County Community College
Decennial Self Study Update
August 2018**

- In July, Dr. Reber announced to the College community that the role of Accreditation Liaison Officer will transition to Dr. Eric Friedman, Senior Vice President for Academic Affairs.
- Cabinet Members, Co-Chairs, and the Dean of Institutional Research and Planning have been provided with the initial rough draft of the Self-Study report for comments and feedback.
- Dr. DeRionne Pollard, President of Montgomery College, Chair of the Evaluation Team for Middle States, will be on our campus for a Preliminary Visit on Friday, November 9, 2018. A detailed agenda is being developed.

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- The first revised draft of the Self-Study will be shared with the Core Committee and Steering Committee at the end of August. The draft will be distributed to the College community in September for review and feedback.
- The full team visit will take place starting Sunday evening, March 31, 2019 and will conclude on Wednesday, April 3. A detailed agenda is being developed.
- A status update will be provided to the college community during College Service Day on August 29.

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

1. The Resolution for Awarding Contract for Culinary Arts Center Sidewalk Repair to S. Batata Construction, Inc., of Parlin, New Jersey, at a cost not to exceed \$130,000.00, was approved.
2. The Resolution Authorizing the Purchase of Climate Control Services and HVAC Services for the College to Automated Building Controls, at a cost not to exceed \$35,000.00, was approved.
3. The Resolution Authorizing the Purchase of Generator Service Contract for the College Library, the North Hudson Campus and the STEM Building to Aggressive Power Systems, at a cost not to exceed \$25,750.00, was approved.
4. The Resolution Awarding Food Services Contract with Flik for the HCCC Culinary Conference Center was approved.
5. Clinical Affiliation Agreement between City Medical of Upper East Side PLLC and HCCC for the Radiology Technologist Program was approved.
6. The Resolution Authorizing Temporary Staffing for Human Resources Department, at a cost not to exceed \$70,000.00, was approved.
7. The Resolution Authorizing Participation in the E&I Cooperative Services Purchasing Network was approved.
8. The Resolution Awarding the Office Supplies Contract (Staples Business Advantage) through the E&I Cooperative Services Purchasing Network was approved.
9. The Resolution Authorizing the Parking Authority of West New York, New Jersey, Contract Renewal for Campus Parking, for one year, at a cost not to exceed \$55,500.00, was approved.

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10. The Renewal of College's Campus-Wide Software License Agreement with GHA Technologies, Inv. of Phoenix, Arizona, for FY 2019, at a cost not to exceed \$59,441.51, was approved.
11. The Resolution to Approve Hudson County Community College Website Redesign Budget, at a cost not to exceed of \$200,000, was approved.
12. The Resolution to Authorize Participation in the Educational Services Commission of New Jersey Cooperative (ESCNJ) was approved.
13. The Resolution to Award the Apple computer products and services contract for FY 2019, at a cost not to exceed \$92,000.00, through the Educational Services Commission of New Jersey Cooperative (ESCNJ) was approved.
14. The Purchase of New Dell Computers for the Criminal Justice Department, at a cost not to exceed \$62,000.00, and Business Labs at a cost not to exceed \$18,350.00 (Journal Square), was approved.
15. The Resolution to Award Contract to Bloomberg Finance L.P. for Bloomberg Terminal Software for the Business Labs at the Jersey City campus, at a cost not to exceed \$67,500, was approved.
16. The Resolution to Award Transportation Contract to Trans-Ed, Inc., of Paterson, New Jersey for a term of two years (2018-2019), at a cost not to exceed \$622,089.60, was approved.
17. The Resolution Authorizing the Purchase of a Subscription to Retention & Career Services Management Software for Student Use, for the anticipated term of three years (2018-2020), at a cost not to exceed \$35,000.00, was approved.
18. The Resolution to Award third party collection service contracts to Transworld Systems, Inc. and Allied Account Services, Inc., for the anticipated term of two years (September 1, 2018 - August 31, 2020), pending negotiations, was approved.

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

1. The resignations of Director of Library Technology; Director of Educational Opportunity Fund; Counselor, Advisement & Counseling were accepted.
2. Staff were appointed to the following Tenure Track Faculty Positions: Instructor, English; Instructor, Medical Assisting; Instructor, Romance Languages.
3. Staff were appointed to the following Full-Time Positions: Senior PC Technician (2); Biology & Chemistry Lab Technician; Counselor (2); Librarian; Counselor; Student Financial Aid Assistant; Lecturer/Clinical Specialist/Maternal and Child Care; Help Desk Manager; Director, Health Related Programs.

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4. Staff was appointed to the following Temporary Full-Time Assignment: Interim Associate Dean, STEM.
5. Staff were appointed to the following Temporary Full-Time Faculty Assignments: Instructor, ESL (2); Instructor, English (2); Instructor, Mathematics; Instructor, Biology; Instructor, Chemistry; Instructor, Culinary Arts; Instructor, Academic Foundations; Instructor, Criminal Justice.
6. Appointment of Additional New & Continuing Part-Time Hires: August 14, 2018 – December 19, 2018.
7. Appointment of Additional New Hire Adjuncts Fall 2018.
8. The Resolution Authorizing Stipend for Michael Vaughn during FY19 for additional responsibilities in support of College enrollment was approved.
9. The Resolution Authorizing Stipend for Alexa Riano, from 07/01/2018 to 02/28/2019, in recognition of additional and essential duties performed in relation to the preparation of the Self-Study Report for Middle States reaccreditation was approved.
10. The Resolution authorizing a consultant, Amanda Shaffer from the Higher Education Recruitment Consortium (HERC), for search committee training and updated recruitment procedures, from August 14 - September 30, 2018, at a total compensation not exceed \$7,500.00, was approved.
11. The Resolution Authorizing a Consultant, Ruddys Andrade, for Grant Writing and Editing Services, from August 1 - September 30, 2018, at a total compensation not exceed \$15,000.00, was approved.

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

1. Public Review - Hudson County Community College – Carl D. Perkins Audit July 1, 2015 through June 30, 2016.

The meeting was **adjourned** at 6:15 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.