

**Summary of Proceedings at the
Meeting of the Board of Trustees**

September 11, 2018

5:00 p.m.

Mary T. Norton Room

70 Sip Avenue, Jersey City, New Jersey

Trustees present: Kevin Callahan; Karen Fahrenholz (Secretary/Treasurer); Dr. Chris Reber (ex officio); Pamela Gardner; Roberta Kenny; Bakari Gerald Lee (Vice Chair); William Netchert (Chair) via conference call; Jeanette Peña; Hamza Saleem (Student Alumni Rep.); Adrienne Sires

Trustees absent: Joanne Kosakowski; Harold Stahl

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

Reports:

1. Student Government Association President's Report

Rhoda Alaribe, President of the Student Government Association addressed the Board of Trustees and reported on the following items.

- Student Government Association Goals
 - Bridge student involvement “gap” between Journal Square Campus and North Hudson Campus
 - Working with Clubs to create NHC chapters, with Executive Boards working concurrently to execute meetings and events on both campuses
 - Increase School Pride
 - Re-Brand the Student Government Association
- Student Concerns
 - Lack of Permanent Student Lounge/Public Social Area
 - Increased Shuttle Bus Services to North Hudson and Bayonne
 - Limited Class/Course Scheduling Options

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Hamza Saleem, Student Alumni Representative, who accompanied Ms. Alaribe at the podium, made the following comments/requests:

- The former student lounge, which was located at 25 Journal Square, was also used for clubs and organizations and their events. Although there is a student lounge located in the STEM Building and at the North Hudson Campus, there still is not adequate space.
- The size of the shuttle buses needs to be increased. They accommodate approximately 15 passengers.
- The students are happy to hear that a Café will be placed in the STEM Building.

Vice Chair Lee thanked Rhoda Alaribe and Hamza Saleem for their student leadership and said that President Chris Reber would address their concerns in his report to the Board.

2. **All College Council President's Report**

Denise Rossilli, Chair, All College Council, thanked the Board and President Chris Reber for giving her a platform to share the following brief update.

The All College Council is divided into six Standing Committees. They each have a separate charge having to do with different areas of the college. Since the beginning of the semester, the Standing Committees have been formulating the issues and projects they will be working on over the next year.

- Technology - strategies to increase communication between the NHC and Jersey City campuses for purposes of class instruction and meetings.
- College Life - reviewing the process of new employee orientation and employee recognition ceremonies to help increase morale on campus.
- Development and Planning – initiatives to promote scholarships and assist students in the application process.
- Space and Facilities – promotion of recycling on campus – our campus is very good at being green.
- Student Affairs - child care options for students – reviewing what other community colleges are doing.
- Academic Affairs - reviewing the fresh start policy of the college to make recommendations for reaching students who have not been enrolled for academic reasons.

Vice Chair Lee thanked Denise for sharing the informative report and the insight of the All College Council. He gave his assurance that the Administration will support All College Council initiatives for the common good of the college.

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3. **President's Report**

President Chris Reber offered the following report.

Good afternoon Trustees, colleagues and guests.

Today is September 11th.

None of us will ever forget where we were and what we were doing when we first learned of the horrific attacks at the World Trade Center, the Pentagon and in Pennsylvania some 17 years ago today. Those events have forever changed our lives, particularly in this region that was at the center of the tragedy. Please join me in a moment of silence for all of the victims of 9-11.

I want to thank Student Government Association President Rhoda Alaribe and All College Council President Denise Rossilli for their reports today and for their leadership and support for our students and our College. I also thank Chairman Bill Netchert for agreeing to add these brief reports to our monthly meeting agenda. I hope these are helpful additions to our time together and that the reports will provide an enhanced perspective on the work of our college in support of our students and our community. We welcome your feedback.

Our new academic year has begun and we are off to a great start. I've reported in our weekly Green Memos a multitude of initiatives, accomplishments, planning and college-wide engagement and discussion that have been occurring at HCCC, and I won't repeat most of these. As always, though, I'm happy to discuss any of these issues and activities at any time.

With the support of our Capital Projects Advisory Committee, we have been working with our colleagues at MAST Construction to refine the plans for the renovation of 81 Sip Avenue, next to the Gabert Library, to prepare to rebid our project to create a welcoming and highly used Student Center. We are adding a modest food service component in order to better serve students and provide additional incentives for them to use the Center, which will be very important to our efforts to promote student engagement that is the cornerstone of our focus on student success, retention, degree completion and transfer.

The project's proximity to the Gabert Library will also promote greater use of the Library and a more user-friendly library experience, and will provide the efficiency of having one security point for entrance to both buildings.

The bids will provide a longer construction timetable and will use alternates for amenities in order to control costs. Ted Domuracki, Ilya Ashmyan and their colleagues will also be proactive in contacting potential bidders to encourage their participation and create a more competitive bidding environment. We expect the bid documents to be released in early October, with construction commencing in early 2019 and a targeted opening in January 2020.

At our last meeting we agreed that I would invite a member of the college community to join me in offering my report to you at our Board meetings. Over time this will provide an opportunity for you to meet and hear from a variety of colleagues and students, and to gain insight into their work, areas of responsibility, and their contributions to the life of our great college.

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As you are aware, and with your support, we have been making some organizational changes that will provide a leadership framework to advance the College and facilitate college-wide input and involvement in reaching our collective goals and aspirations to reach new levels of excellence as one of America's most diverse and transformative colleges.

Today you will act upon changes in titles and job descriptions of two of our college leaders, and in the creation of a new position in Human Resources, all of which are central to this evolving new framework for progress. These changes are funded through salary and benefits savings largely achieved by eliminating the position formerly held by Dr. Paula Pando.

One of these changes is the promotion of our long-serving and valued colleague, Dr. Eric Friedman, to the position of Executive Vice President and Provost. In this expanded role, Dr. Friedman will serve as second in command, as acting president in my absence, and as the Chief Operating Officer of the College. He will work side by side with me in leading and supporting all parts of Hudson County Community College. Eric's specific responsibilities have been expanded to include supervision and support for our libraries, online learning, the North Hudson Campus, and to serve the College in the exceedingly important role of our Middle States Accreditation Liaison Officer. I am fortunate and grateful to have the opportunity to work closely with this talented, committed and respectful college leader.

I have asked Eric to share with you a brief overview of the work that he is doing, leading, and supporting at this moment of college transition and opportunity, and then I'll return for some closing comments.

(Dr. Eric Friedman's PowerPoint presentation is attached.)

I also want to recognize and thank Veronica Zeichner, who has assumed new and expanded responsibilities for overseeing and supporting our Information Technology and Campus Safety and Security units. As a result of these added responsibilities, we are pleased to recommend to you today Veronica's promotion to Vice President for Business and Finance, and Chief Financial Officer. Veronica, thanks for your outstanding leadership.

Before I conclude, I'd like to share with you a point of pride. Recently HCCC student Abderahim Salhi was chosen as one of just 10 students nationwide to receive the Phi Theta Kappa \$5,000 Pearson Scholarship for Higher Education. The honor recognizes students for their civic engagement, persistence, leadership, and academic rigor and excellence.

Abderahim and the other nine honorees were chosen from a pool of 800 student applicants nationwide. Abderahim emigrated to the United States from Algeria and will graduate next May with an associate degree in Computer Science. Abderahim designed a drone for his capstone project and is training other HCCC students through robotics and programming workshops. Abderahim personifies the realization of our College mission. His success is our success, and we celebrate his accomplishments that make all of us proud! Abderahim is here today. Congratulations, Abderahim!

Thank you, Trustees. I couldn't be more excited and optimistic about what this college offers and means to our students and community, and about our future.

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Regular Monthly Reports and Recommendations:

1. **Minutes of Previous Meetings**

The trustees approved the **minutes of the regular Meeting** of August 14, 2018.

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

The College has made the following grant & contract proposals:

TITLE: Northern New Jersey Bridge to Baccalaureate (NNJ-B2B)

AGENCY: National Science Foundation (NSF) – a partnership with Passaic County Community College

PURPOSE OF THE GRANT: To increase the flow of underrepresented minority students into science, technology, engineering and mathematics (STEM)

COLLEGE ADMINISTRATOR: Dr. Ferdinand Orock (Principal Investigator/Project Director)

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$250,272. for 3 years

TITLE: College Readiness Now V

AGENCY: NJ Council of County Colleges (NJCCC) - a partnership with the New Jersey Office of the Secretary of Higher Education (OSHE)

PURPOSE OF THE GRANT: To increase college readiness of high school students prior to graduation

COLLEGE ADMINISTRATOR: Jennifer Rodriguez (Project Director)

COLLEGE CONTRIBUTION: \$0

AWARD AMOUNT: \$50,228. for 1 year

3. **MIDDLE STATES SELF-STUDY UPDATE – SEPTEMBER 2018**



Hudson County Community College Decennial Self Study Update September, 2018

- *An official letter from the Middle States Commission on Higher Education (MSCHE) has been received by the College confirming March 31 – April 3, 2019 as the dates for the Evaluation Team visit.*
- *Per MSCHE requirements, the Self-Study Report needs to be ready for distribution to the visiting team members as well as the MSCHE office no later than six weeks prior to the scheduled visit. The due date for sending the report is therefore February 22, 2019. Additional supporting documents also need to be submitted with the Self-Study Report.*

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Dr. Friedman and Veronica Zeichner have identified individuals who will facilitate the creation and collection of the key financial documents listed below:

- *The institutional finance plan for the current year and succeeding years covered by the institution's strategic plan (Finance Office);*
 - *Actual enrollment for current year and three previous years (Enrollment Services);*
 - *Projected enrollment for the period covered by the institution's financial plan, including the next three years (Finance Office, Academic Affairs, Enrollment Services);*
 - *The two most recent audited financial statements and management letters (Finance Office); and,*
 - *The financial information submitted to IPEDS for three previous years (Institutional Research).*
- *President Reber and Senior Vice President Friedman met with MSCHE Vice President Stephen J. Pugliese in Philadelphia on Tuesday, September 4, 2018.*
 - *The revised draft of the Self-Study was distributed to all staff on September 4, 2018 and Board of Trustees members on August 31, 2018.*

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 168 Sip Avenue HVAC Rooftop Replacement to Industrial Cooling Corporation at a cost not to exceed \$393,000.00 was approved.
2. The Resolution Authorizing an Award for Contract for Cooling Tower Replacement at 161 Newkirk (Culinary) to Liberty Mechanical Inc. of Newark, New Jersey, at a cost not to exceed \$234,500.00 was approved.
3. The Resolution Authorizing an Award for Maintenance Contract for Chiller RTAC Machines at 161 Newkirk (Culinary) to Trane, of Pine Brook, New Jersey at a cost not to exceed \$15,000 per year, for two years, was approved.
4. The Resolution Authorizing an Award for Water Chemical Treatment Services for FY 2019 to Trane, of Pine Brook, New Jersey, at a cost not to exceed \$6,436.00 was approved.
5. The Resolution Authorizing an Award for Exterminating Services for Facilities Department for FY 2019 to Bayonne Exterminating of Bayonne, New Jersey, at a cost not to exceed \$28,030.00 was approved.
6. The Resolution Authorizing the Addendum Agreement for Elevator Maintenance Services by Thyssenkrupp Elevator Corporation, of Cranford, New Jersey, starting October 1, 2018 at \$5,840.00 per month was approved.

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7. The Resolution Authorizing an Award for Contract of Floor Mat Cleaning Services for FY 2019 to Cintas at a cost not to exceed \$32,850.00 was approved.
8. The Resolution for an Articulation Agreement between Hudson County Community College and the Hudson County Department of Corrections and Rehabilitation for the Criminal Justice Program was approved.
9. The Resolution for an Articulation Agreement between Hudson County Community College and the Jersey City Police Department for the Criminal Justice Program was approved.
10. The Resolution Authorizing the Award of a Food Services and Supplies Vendor for the Culinary Arts Department for FY 2019 to Sysco Food Service of Jersey City, New Jersey, at a cost not to exceed \$50,000.00 was approved.
11. The Resolution Authorizing the Award of a Specialty Food Vendor for the Culinary Arts Department for FY 2019 to Baldor Specialty Foods, Inc. of Bronx, New York, at a cost not to exceed \$70,000.00 was approved.
12. The Resolution Authorizing the Award of a Seafood Vendor for the Culinary Arts Department for FY 2019 to Blue Ribbon Fish Co. Inc. of Bronx, New York, at a cost not to exceed \$50,000.00 was approved.
13. The Resolution Authorizing the Award of a Dairy/Food Vendor for the Culinary Arts Department for FY 2019 to Dairyland USA Corporation of Bronx, New York, at a cost not to exceed \$65,000.00 was approved.
14. The Resolution Authorizing the Award of a Food Vendor for the Culinary Arts Department for FY 2019 to Green Tree Packing Co. of Passaic, New Jersey, at a cost not to exceed \$35,000.00 was approved.
15. The Resolution Authorizing the Award of Food Services, Equipment and Supplies Vendor for the Culinary Arts Department for FY 2019 to M. Tucker Co., Inc. of Paterson, New Jersey, at a cost not to exceed \$50,000.00 was approved.
16. The Resolution Authorizing the Audit of the Perkins Grant for the period July 1, 2015 through June 30, 2016 was approved.
17. The Award of Comprehensive Assessment and Review Program for Nursing Program to ATI of Leawood, Kansas, as described herein at a cost not to exceed \$180,000.00 was approved.
18. The Award of Review and Testing Course for the Nursing Program to Kaplan was approved.
19. The Resolution to Authorize the Purchase of Cisco Firewall Security Software from Johnston Communications Voice and Data of Kearny, New Jersey, at a cost not to exceed \$26,420.00 was approved.

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20. The Resolution to Authorize the Purchase of Equipment Inventory Management Software for the IT Department from Quest Software Inc. of Aliso Viejo, California, at a cost not to exceed \$18,124.00 was approved.
21. The Affiliation Agreement Between Clara Maass Medical Center and HCCC (anticipated term two years: September 1, 2018 to August 31, 2020) was approved.
22. The Resolution to Authorize the Purchase of Self Service Analytical Data Software for Student Retention & Success to Rapid Insight Inc. of Conway, New Hampshire (anticipated term three years: September 1, 2018 to August 3, 2021) was approved.
23. The Resolution to Authorize the Agreement with National Student Clearinghouse for Reverse Transfer Students was approved.
24. The Resolution to Authorize the Award of Public Relations Support to Jones & Associates Communications, Inc. of Jersey City, New Jersey, at a cost not to exceed \$7,500.00 per month, was approved.

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

1. The resignation of a Counselor was accepted.
2. Staff were appointed to the following full-time positions: Director of Career Services; Secretary; Manager of Web & Portal Services.
3. Modifications of Staffing Table for FY 2019 effective September 11, 2018.

SECTION ONE:
DELETE TITLES

Assistant to the SVP for NHC and Student and Educational Services
Assistant Vice President for Development
Associate Professor, Nursing and Health Services
Chief Financial Officer
Coordinator, Academic Assessment
Coordinator, Tutoring
Data/Telecommunications Manager
Director, Enrollment (NHC)
Director, Financial Reporting and Budget
Human Resource Assistant
Jr. Systems Administrator
Senior Vice President for Academic Affairs
Senior Vice President for NHC and Student and Educational Services
Web Portal Administrator

SECTION TWO:
ADD TITLES

Executive Vice President and Provost (Attachment A)
Vice President for Business and Finance/CFO (Attachment B)
Vice President for Human Resources (Attachment C)

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SECTION THREE:
CHANGE TITLE WITH INCUMBENTS

| <u>NAME</u> | <u>TITLE CHANGES</u> |
|-------------------|--|
| Eric M. Friedman | FROM: Senior Vice President for Academic Affairs TO: Executive Vice President and Provost |
| Veronica Zeichner | FROM: Chief Financial Officer TO: Vice President for Business and Finance/CFO |

SECTION FOUR:
SALARIES IMPACTED BY STAFF TITLE CHANGES

Confidential Employees

| | |
|-------------------|---|
| Eric M. Friedman | Executive Vice President and Provost Salary: From: \$167,776.00 To: \$200,000.00 |
| Veronica Zeichner | Vice President for Business and Finance/CFO Salary: From: \$151,540.00 To: \$175,000.00 |

4. Appointment of Additional New & Continuing Part-time Hires: September 11, 2018 – December 19, 2018 was approved.
5. Appointment of Additional New Hire Adjuncts Fall 2018 was approved.

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

1. Staff was appointed to the following temporary full-time assignment: Instructional Technologist.
2. The Resolution to Revise the Public Participation at Board of Trustees Meetings policy was approved.

The meeting was **adjourned** at 5:55 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.

Academic Affairs

Updates to the Board of Trustees

September 11, 2018



Online Learning

- Space
 - Need for a Center for Online Learning
- Staff
 - Searches underway for an Executive Director and Instructional Technologist
 - New position under discussion: LMS Administrator
- Development, Review and Revision of Online Courses
 - Ocean CC contract not renewed
- Re-launch of Online Committee
 - Membership finalizing this week
 - Will address course and program approvals, identity verification, ongoing concerns



College Libraries

- National search underway for a Dean of Libraries (ACCT)
- Director of Library Technologies posted
- Review of staffing (NHC and JS)
- Policy review regarding alumni and community privileges



North Hudson Campus

- Large scale student events that were only offered at Jersey City are now offered at the North Hudson Campus: Open Houses, New Student Orientations, Student Involvement and Service Fairs, Major Exploration Fairs, Graduation Salute
- Several non-structural space re-allocations are being considered, including moving the tutoring center to larger space on the 7th floor and converting an ad hoc registration support space on 1st floor to a fully-functioning computer lab
- Signage is being reviewed for accuracy throughout the building

Continuing Education and Workforce Development

- **Growing CE programs:** Enrollments increased by 71% in FY18 (3615) vs. FY17 (2114), indicators are good for FY19. Increases due to: more targeted marketing efforts and social media; substantive classes offered at community events; growth in Non-Credit Culinary and ESL; and successful partnerships with local artists/businesses.
- **Gaining traction with workforce development training:** Revenue increased by 25% in FY18 vs. FY17 (additional grant funds for workforce training and ESL contracts from HC One-Stop). Currently working on two NJ LWD grant proposals, one NSF grant proposal with credit-side, and two USDOL Scaling Apprenticeship grant proposals with other NJ community colleges; planning to launch new hospitality and healthcare training programs in FY19.
- **Established a working group to launch the STEM café** and ensure representation of students and the College community in this new endeavor.
- Launched new contractual agreement with FLIK

Curriculum / School and College Relations

- Highly productive last 18 months: new programs launched in Exercise Science, Personal Fitness Training, Construction Management, Cybersecurity, Homeland Security, and Addictions Counseling, among others. This year, we will be finalizing degrees in Media and Communications, Automotive Technology, and English, and revising “Liberal Arts” and “Science and Mathematics” majors to allow for ease of transfer to four-year colleges.
- Partnerships: New degree pathways with local four-year partners. Agreements include pathways to Early Childhood Education and BSN with NJCU (both to be offered on HCCC campuses); Physical Fitness/Health Education/Recreational Therapy with Kean University; and a pathway from Culinary Arts to a BS in Food Science/Food Systems at Montclair State University.
- Expanded the number of partnerships with local high schools, pivoting from single LEAP classes to blocks of highly transferable general education courses and complete associate degrees. This year, students in five Jersey City High Schools (as well as Marist High School), began earning credits toward an associate degree.
- A curriculum meeting is planned for later this week at the new Secaucus campus of HCST. Plans are underway for an afternoon and evening college at the site.

Arts and Sciences

- **Enrollment** in Nursing program has exceeded 200 for the first time (216 as of today, a 15% increase over last year), and pre-nursing enrollments are stable at 1005 students. Thank you for your continued commitment to the Health Sciences at HCCC.
- As a consequence of the Board's ongoing support for STEM and the launch of the new building, the division is able to serve over 500 more students per term (20 sections) in laboratory sciences such as Biology and Chemistry. This makes a huge difference in student success, enabling students to **graduate on time**.
- In October, we will presenting an **Advanced Manufacturing Apprenticeship Program** for approval, an innovative curricular with an industry partner, Eastern Millworks.

