

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

April 9, 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); and Adrienne Sires

Trustees not present were: William Netchert (Chairman); Jeanette Peña; Katia Stack Alfred Zampella

Board motion to **Suspend the Order of the Agenda** to discuss personnel items at the end of the meeting.

President Gabert noted that Trustee Emeritus Joseph Cundari recently died at the age of 98. At Trustee Lee's request, there was a moment of silence in Cundari's memory.

- The President also brought to the attention of the Board that the FY 2014 operating budget on the agenda reflected a projected revenue increase of only 2%, which was less than the unanticipated increase of such non-discretionary expense items such as utilities and employee benefits.
- John Sommer, Vice President for Finance, then gave a budget overview.

The trustees **approved the minutes** of the Regular Meeting of March 12, 2013.

(continued...)

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 to perform the audit for fiscal year ending June 30, 2013 was awarded to Spire Group of Clark, New Jersey, for a total sum not to exceed \$60,000.00.
- The purchase of furniture for the Ceramics Lab at the North Hudson Higher Education Center was awarded to Office Scapes of Rockaway, NJ, at a cost not to exceed \$24,841.34. (The room is designated Ceramics Lab but has been repurposed for the teaching of data processing and other areas unrelated to ceramics.)
- The purchase of 141 OptiPlex computers was awarded to Dell of Round Rock, TX, at a cost not to exceed \$105,101.40.
- The award of rooftop ductwork repair for 870 Bergen Avenue for FY 13 was awarded to Ramas Climate & Refrigeration, LLC of Livingston, New Jersey at a cost not to exceed \$45,105.00.
- The purchase of a Dell PowerEdge server was awarded to GHA Technologies, Inc. of Scottsdale, AZ, at a cost not to exceed \$19,500.00.
- The purchase of projectors and the installations was awarded to Office Business Systems of Lincoln, Park, NJ at a cost not to exceed \$2,685.00.
- The renewal and realignment agreement for Blackboard Connect Inc. of Sherman Oaks, CA, was approved at a total cost not to exceed \$27,630.00.
- The FY 2014 Operating Budget was approved in the amount of \$ 49,666,732.00.

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

- The implementation to execute a Memorandum of Understanding agreement with Christ Hospital School for the new degree program Associate in Science - Radiography effective AY 2013-2014 was approved.
- The implementation of a new degree program Associate in Science - Environmental Studies was approved.
- The Academic Calendar for 2014-2015 was approved. (*see attached*)

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

- Approval was granted to acquire via the Chapter 12 Program \$2,125,000.00 for capital projects, plus additional funds in the amount up to \$2,125,000 to be covered by County or County-backed bonds, as per Chapter 12 requirements. The \$4,250,000.00 in total will be used to further implement the College's Facilities Master Plan in Journal Square, for, but not limited to: 71 Sip Avenue (new library), 25 Pathside and 870 Bergen Avenue new science building.

The Board went into a **Closed Session**.

The Board reconvened in **Open session**:

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

- The resignation of an Accounting Instructor was approved.
- The appointment of a LEAP Coordinator was approved.
- The reappointment of non-tenured full-time faculty for Academic Year 2013-2014 was approved.
- Persons were approved for inclusion on the list of those authorized for additional new and continuing part-time hires: April 10, 2013 – June 30, 2013.
- The Collective Bargaining Agreement between Hudson County Community College and the Hudson County Community College Support Staff Federation from July 1, 2011 through June 30, 2013 was approved.
- The non-reappointment of Jeffrey De Muro, ESL Instructor, was approved.
- As a New Business item, the Board rejected all bids for a security contract.

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