

Summary of Proceedings  
Meeting of the Board of Trustees  
Tuesday, April 16, 2019  
5:00 p.m.  
Mary T. Norton Room, 70 Sip Avenue  
Jersey City, New Jersey

**Trustees present:** Kevin Callahan (via conference call); Karen Fahrenholz (Secretary/Treasurer via conference call); Pamela Gardner; Alexandra Kehagias (Alumni/Student Representative); Roberta Kenny; Joanne Kosakowski; Bakari Lee (Vice Chair); William Netchert (Chair); Christopher Reber; Harold Stahl.

**Trustees not present:** Jeanette Peña; Adrienne Sires.

**Comments from the Public:**

**Awards, Recognitions and Special Reports**

1. *Student Government Association President's Report*

*Student Government Association President Rhoda Alaribe gave the following report.*

- SGA held a Town Hall meeting on April 4. Students were able to meet several members of the Administration including Assistant Vice President, Academic Affairs, Christopher Wahl and Vice President for Student Affairs and Enrollment Lisa Dougherty, among others, to voice their concerns and offer feedback.
- For the second year, SGA will be hosting a campus-wide diaper drive for the WomenRising shelter.
- SGA will also host an event on April 17 in collaboration with the new Veterans Organization that has been organized.
- We are in the process of planning an event for our graduates in May.
- Interest in SGA has grown tremendously in the Spring Semester, for which we are very proud. We are currently holding interviews for new senators.

- SGA has facilitated the formation of several new clubs:

United Veterans Association;

Adventurers Club;

Photography Club; and

Turning Point Club.

- Executive Board Elections

This is my last semester at HCCC as well as serving as President of SGA. I will be attending Loyola University in Chicago in the Fall. Executive Board Elections for the new Executive Board were recently held. I want to thank the Board of Trustees for the opportunity to come before you to represent my peers. Thank you, Dr. Reber, for making yourself available to the students and SGA. It is something that we truly do appreciate. Thank you faculty and staff for making yourselves available as well. Thank you SGA Advisor Veronica Gerosimo, who has constantly made herself available whenever needed.

*Trustee Lee offered the following comments.*

Thank you, Rhoda, for your leadership. I have been very impressed by your presentations during the past year. Your professionalism, maturity, clarity, and ability to intelligently, but still forcefully, articulate the needs of the students was persuasive. You represented the College and the students well at the ACCT events. The growth in the SGA is reflective of your efforts. I am really proud of you, and we, the Board, thank you.

*Trustee Netchert offered the following comments.*

Rhoda, your enthusiasm was not to be missed. It was evident and obvious. You cared about what you were doing and about HCCC and this Board did not miss that. Congratulations on your future endeavors.

*Rhoda Alaribe introduced new SGA President Warren Rigby.*

*Warren Rigby addressed the Board of Trustees.*

Board of Trustees, faculty and peers, I am excited for the upcoming semester and to work hand in hand with you to ensure that we are bringing the voices of the student body to you to help in addressing any issues. We have had a huge increase in SGA membership, which warms my heart greatly. It was important for me to make SGA more accessible to the students and we've done that so far. Thank you very much.

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

In the absence of All College Council President Denise Rossilli, Steering Committee Vice Chair Shannonin Caruana reported on the following initiatives.

- The ACC College Life Subcommittee on Diversity, Equity, and Inclusion is going to meet the week of April 22 to formulate the survey and have it ready for distribution by the end of April. Trustee Lee requested that the Board also have access to the survey. President Reber

noted that he will follow-up on this with the Subcommittee. Shannonin said that she would follow up as well.

- The ACC Technology Committee is getting ready to release a faculty survey on classroom technology to faculty and staff.
- The Academic Affairs Committee is presenting an updated policy on Final Grade Appeal before the end of the Spring semester.
- ACC recently held a scholarship event for ESL faculty member Johanna Van Gendt who passed in May 2017. The event was wonderful and well attended. We will discuss future ramifications of a faculty scholarship with Nicholas Chiaravalloti.
- We would like to recognize the Development and Planning Committee, especially Chair Kathryn Buckley, and Matthew Fessler, on their collaboration on Dollars for Scholars. Many people joined in this effort to help students in preparing to apply for scholarships and it was noted in the Commendations by Middle States in their report out.

### 3. *President's Report*

*President Reber offered the following comments.*

Good afternoon, Trustees, colleagues, students and guests.

Denise Rossilli and Rhoda Alaribe are both finishing their terms as President of the All College Council and the Student Government Association, respectively. Both have provided stellar leadership for their organizations and have been dedicated advocates of Hudson County Community College in so many ways. Thank you, Rhoda and Denise!

I would like to begin my report by inviting Executive Vice President and Provost Dr. Eric Friedman to present a very special recognition.

*Eric Friedman recognized Dr. Daniel Julius, Provost of New Jersey City University.*

Good evening students, faculty members, Trustees, and President Reber.

So much of what we do at the community college centers around—and depends on—partnerships. We spend a lot of time working with partners at high school districts, non-profit organizations, businesses, governmental agencies, and universities.

At the top of my list has been a unique partnership with Provost Daniel Julius at New Jersey City University. Provost Julius has demonstrated a true spirit of collaboration that has manifested in a portfolio of special programs, articulations, dual admission agreements, and shared grants that have had a direct impact on HCCC's students. When I discussed with him our efforts to get more minority students into STEM careers, Daniel asked: "Would it help if I developed Provost Scholarships that would provide full tuition?" From that came the NJCU Provost Scholarships for HCCC students. When we met with him about offering the Bachelors of Science in Nursing degree at Hudson, he catalyzed the process and made it happen.

Now that he is taking sabbatical and then returning to teaching, we will miss him greatly. Dan, we wish you only the best. Allow me to read the wording on the plaque that we have for him:

Presented to Daniel J. Julius, April 2019. In recognition of your continued collaboration, hard work, dedication and commitment to the students of Hudson County. You have set forth the standard of excellence in partnerships toward which others should strive.

Dan, thank you so much.

*Dr. Daniel Julius offered the following comments.*

Thank you to the Board, President, faculty and staff for this honor. On behalf of NJCU, we value our partnership and relationship beyond what you can imagine. We serve the same student population, we serve the same City, we serve the same community. We have incredible respect and appreciation for your mission and we want to continue in that partnership. Every time I come here, I am reminded of how vibrant, how intellectual, how alive and innovative this community is. It is just a distinct pleasure to be honored in this way and to continue in this partnership, which I am sure my successor will do as well.

*President Reber resumes his comments:*

Thanks, Eric.

Dr. Julius, thanks for your collaboration, leadership and partnership over many years that have served our students exceedingly well.

We all continue to celebrate and reflect on the success of our recent Middle States Decennial Peer Team Site Visit. The observations and feedback from our peer reviewers – all of whom serve community colleges, and live and breathe our values as their life's work – are both affirming and historic in the life and evolving story of Hudson County Community College.

I thank our trustees who participated in the Team Visit Kickoff Dinner, Breakfast Meeting with the Board, and/or the Public Meeting of the Team's Preliminary Findings. Many thanks to Trustees Netchert, Lee, Fahrenholz, Callahan, Gardner, Kehagias, Kenny, and Stahl for their participation. And a special shout-out to Trustee Pamela Gardner, who attended all three meetings!

As I shared with our College community following the Visit and Report of Findings, it was the widespread involvement and participation of all members of our community that made this fabulous outcome possible at the end of the day. I therefore thank the hundreds of students, faculty, staff, administrators, trustees, Foundation Board members, alumni and others who participated in this most important cyclical peer review process that every postsecondary institution must undertake.

I would be remiss if I didn't once again offer very special thanks to Dr. Eric Friedman, who served so skillfully as our Accreditation Liaison Officer over the past year; Middle States Steering Committee Co-Chairs Ellen Renaud and Professor Cathie Seidman, and all members of the Steering Committee; and, of course, Administrative Assistant Alexa Riano; Self Study Editor and Professor Tony Acevedo; Director of Curriculum Heather DeVries; and IT Specialist Kevin Eng. Tony, Heather and Kevin even stayed in the team's hotel for three evenings to be on hand to answer questions and offer support in the nighttime hours when the team members were doing their work. And, indeed, they were called upon and rose to the occasion beautifully. So, congratulations to all of us! Our future is very bright!

I am delighted to share that late last week, Vice President for Student Affairs and Enrollment Lisa Dougherty received the exceptional news that she is one of 40 colleagues nationwide to have been accepted into the 2019-20 Aspen Institute Presidential Fellowship for Community College Excellence program. During the coming year Lisa will have phenomenal opportunities for professional development and engagement with community college leaders nationwide, a testament to her skills, leadership and future potential as a community college educator and leader. Congratulations, Lisa! We are proud of you!

This evening, I am honored to congratulate five Hudson County Community College students, who recently attended the Harvard University Model United Nations Conference. Our students have planned a brief presentation of their experience. I am pleased to thank Model UN Advisor and Associate Professor of Humanities and Social Sciences Joe Caniglia for his leadership and mentorship of our very talented students.

Thanks so much, Joe. I turn the presentation over to you.

*Joseph Caniglia offered the following comments.*

The students who participated in the Model UN Conference did an outstanding job preparing and participating in numerous debates at the conference. They interacted with over 3,000 students from across the globe. I am very proud of each one of them. I would like to give special thanks to Abou Traore for developing the video we will use for our presentation.

Professor Caniglia introduced the following students.

Prisca Agombe - President/Secretary General of the HCCC Model UN Club  
Jarell Bryant - Community Service Officer  
Michael Okoye - Secretary  
Aboubacar Diane - Treasurer  
Abou Traore - Society Development Officer

The students thanked Joseph Caniglia for his support and dedication and presented him with a gift. The students also expressed gratitude to President Reber and the Board of Trustees. A video was presented on their experience at the Harvard University Model United Nations Conference.

*President Reber resumed his comments.*

Thanks so much, Professor Caniglia and students, and congratulations again!

I'd like to ask Provost Eric Friedman and Assistant Vice President Chris Wahl to join me in presenting plaques to our students in recognition of their excellence.

Trustees, this concludes my remarks.

## Regular Monthly Reports and Recommendations

1. *Minutes of the Regular Meeting of March 12, 2019 were approved.*
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:** \$824,815

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

1. Resolution Authorizing Approval to Develop Property in the Journal Square Area for Permanent Use by HCCC, in an amount up to \$3,500,000, was approved.
2. Resolution Authorizing the Purchase of Ground Maintenance Services for the Journal Square Campus from Hufnagel Design and Construction Group of North Bergen, New Jersey, at a cost not to exceed \$34,000.00, was approved.
3. Resolution Authorizing the Purchase of Kitchen Equipment Cleaning Services for the Culinary Arts Building from Kitchen Cleaning, Inc. of Wayne, New Jersey, at a cost not to exceed \$19,357.00, was approved.
4. Resolution Authorizing the Budget to Replace Roof of the North Hudson Campus Building, at a cost not to exceed \$569,457.00, was approved.
5. Resolution Authorizing the Award of a Contract for Facilities Department Supplies and Equipment to Grainger of Cranford, New Jersey, at a cost not to exceed \$60,000.00, was approved.
6. Resolution Authorizing the Purchase of Concrete Sidewalk Repair for 70 Sip Avenue and 119 Newkirk Street from Imperial Companies, LLC of West Caldwell, New Jersey, at a cost not to exceed \$31,592.00, was approved.
7. Resolution Approving Payments for Emergency HVAC Services from Automated Building Controls, at a cost not to exceed \$34,975.00, was approved.
8. Resolution Approving Emergency Contract for Climate Control and HVAC Services from Automated Building Controls, through June 30, 2019, was approved.

*Summary of Proceedings at the Board of Trustees Meeting  
April 16, 2019*

9. Resolution Authorizing the Purchase of Cell Phone Tower Antenna Systems for 71 and 81 Sip Avenue from Millennium Communications Group Inc. of East Hanover, New Jersey, at a cost not to exceed \$34,229.00, was approved.
10. Resolution Authorizing the Purchase of Furniture for the 81 Sip Avenue Student Center Project from Commercial Furniture Interiors, of Mountainside, New Jersey, at a cost not to exceed \$400,000.00, was approved.
11. Resolution Authorizing the Purchase of 75 Chairs and Bar Stools for STEM Building Café from ERG International of Oxnard, California, at a cost not to exceed \$25,765.00, was approved.
12. Resolution Authorizing the Award of Paint Sales for Maintenance Department to Tsigonia Paint Sales of Jersey City, New Jersey, at a cost not to exceed \$34,000.00, was approved.
13. Resolution Awarding a Contract for Website Redesign Front End Development Services from IFactory (the RDW Group) of Boston, Massachusetts, at a cost not to exceed \$150,000.00, was approved.
14. Resolution Awarding a Contract for Website Redesign Content Management System (CMS) from Omniupdates Inc., of Omarillo, California, at a cost not to exceed \$90,000.00, was approved.
15. Resolution Authorizing Workforce Leadership Academy Collaboration Agreement Between The Aspen Institute and HCCC through February 28, 2020, was approved.
16. Resolution Authorizing Amendment to the August 14, 2018 Resolution #6, Temporary Staffing for Human Resources Department, was approved.
17. Resolution Authorizing Memorandum of Understanding with Year Up Inc., of Boston, Massachusetts, was approved.
18. Resolution Awarding a Contract for Hardware and Hardware Support Required for Virtual Desktop Infrastructure Classrooms from Aspire, of Eatontown, New Jersey, at a cost of \$259,382.00 was approved.
19. Resolution Awarding a Contract for Software and Maintenance Required for Virtual Desktop Infrastructure Classrooms from Innovative Network Solutions, from Stamford, Connecticut, at a cost not to exceed \$110,315.00, was approved.
20. Resolution Authorizing the Approval of the HCCC Tuition & Fee Policy FY2020 and 2021, was approved. (Tuition & Fees Schedule attached.)

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

1. The resignation of Dean of Research and Planning, Dr. Jerry Trombella, was accepted.
2. Staff were appointed to the following full-time positions: Academic Lab Coordinator; Library Associate; Director of Library Technology; Counselor; EOF Counselor; Transitional Program Lecturer; Executive Director, Secaucus Site.

3. Modifications to the Staffing Table for FY 2019, effective April 9, 2019, were approved.

*Section One:*

Delete Titles

Director, Curriculum  
Assistant Director of Advising  
Secretary, Center for Business and Industry  
Dean, Institutional Research and Planning  
Vice President for Development/Assistant to the President

*Section Two:*

Add Titles

Assistant Dean, Curriculum and Academic Assessment  
Administrative Assistant for Continuing Education and Workforce Development  
Associate Director of Advisement and Transfer Services  
Executive Director of Institutional Research  
Instructional Designer  
Vice President for External Affairs and Senior Counsel to the President  
Vice President for Advancement and Communications

*Section Three:*

Change Title with Incumbents

<u>Name</u>		<u>Title Changes</u>
Heather DeVries	From:	Director, Curriculum
	To:	Assistant Dean, Curriculum and Academic Assessment
Nicholas Chiaravalloti	From:	Vice President for Development/Assistant to the President
	To:	Vice President for External Affairs and Senior Counsel to the President

*Section Four:*

Salaries Impacted by Staff Title Changes

Administrative Employee

Heather DeVries  
Assistant Dean, Curriculum and Academic Assessment  
Salary: From: \$70,000  
To: \$77,500

Confidential Employee

Nicholas Chiaravalloti  
Vice President for External Affairs and Senior Counsel to the President  
Salary: From: \$127,500  
To: \$140,000

4. Appointment of Additional New & Continuing Part-Time Hires: April 10, 2019 – June 30, 2019, were approved.



*Summary of Proceedings at the Board of Trustees Meeting  
April 16, 2019*

5. Appointment of Additional New Hire Adjunct, Spring 2019, was approved.
6. Resolution for the Extension of Stipend, from February 28, 2019 to April 3, 2019 for Alexa Riano, Executive Administrative Assistant, was approved.
7. Resolution Authorizing a Consultant for Grant Writing and Editing Services from Ruddys Andrade, at a total compensation not to exceed \$21,000.00, was approved.

The following actions were taken regarding **academic and student affairs** as brought forward by the Academic and Student Affairs Committee:

1. Proposed Collaboration Agreement between Hudson County Community College and the Aspen Institute, was approved.

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

1. Resolution Recognizing April 2019 as Hudson County Community College Month, was approved.
2. Trustee Lee asked Board members to consider having an all-day retreat, which is one of the recommendations recently made by the Middle States Visiting Team. The Board was in agreement about the importance of having a retreat. Middle States Visiting Team Chair Dr. DeRionne Pollard has agreed to be the facilitator. President Reber and Jennifer Oakley will poll the Board for available retreat dates before contacting Dr. Pollard.

The **meeting was adjourned** at 5:45 pm.

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.