

Summary of Proceedings at the
Meeting of the Board of Trustees
Tuesday, February 19, 2019
5:00 p.m.
Gabert Library, 71 Sip Avenue
Jersey City, New Jersey

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

Trustees not present: Pamela Gardner; Jeanette Peña; Adrienne Sires.

Comments from the Public: There were no 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 on her attendance at the National Legislative Summit (NLS) in Washington, DC, February 10-13, 2019. Also in attendance were President Reber, Trustees Bakari Lee and Pamela Gardner, VP for Development Nicholas Chiaravalloti, Alumni Trustee Alexandra Kehagias, and former Alumni Trustee Hamza Saleem.

Rhoda reported that the NLS was an amazing opportunity to be able to represent students on a national level and to also see the amount of work put forward on behalf of students by members of the Board of Trustees and the College President.

Rhoda discussed meetings with Congressman Albio Sires and Senator Bob Menendez, where pressing priorities for the students were discussed, including strengthening Pell Grants and increasing the maximum number of semesters to ensure that low-income students can attend college without the worry of having to borrow.

Rhoda noted that she and her team members also spoke about potentially overturning the ban on financial aid and Pell grants for incarcerated individuals to increase their opportunities for getting a better education and likewise better employment.

But most especially, she said they made sure they expressed gratitude and appreciation for all that the Congressmen and Senators have already done on behalf of community colleges at the federal level.

2. All College Council President's Report

In the absence of All College Council President Denise Rossilli, Director of Faculty and Staff Development Lilisa Williams reported on current ACC initiatives.

- The All College Council has begun its work for the spring semester.
- The College Life Committee has created a subcommittee on Diversity, Equity and Inclusion headed by Jose Lowe. The Committee will assess the perspectives of the College community and make recommendations on these issues.
- The Technology Committee has been looking into proctoring of online courses to verify student identity and uphold the reliability and integrity of the courses.
- The Student Affairs Committee continues to seek child care resources for students.
- The Development and Planning Committee is working on coordinating an event with the Cultural Affairs Department to raise scholarship money. They are also coordinating with Enrollment Services for a day to assist students with scholarship applications.

3. President's Report

President Reber offered the following comments.

Good evening, Trustees and colleagues.

Thank you, Rhoda and Lilisa.

Our spring semester continues to be very busy and exciting.

Last Thursday we submitted our completed and official Self Study to the Middle States Commission on Higher Education. The document presents a detailed and thoughtful discussion of how Hudson County Community College lives its mission day in and day out; how the College has changed, developed and grown over the last ten years; and inspirational stories about a number of our students and staff.

The Self Study is the result of over two years of hard and dedicated work of the entire College community, and it represents a milestone in the College's history.

I thank all who have contributed to bringing HCCC to this point of its inspirational development, beginning with you, our Trustees, and past Trustees; our Foundation Board members; County Executive Tom DeGise; our Board of Chosen Freeholders and our many County, State and other partners; President Emeritus Glen Gabert; and our former and current faculty, staff, students, alumni, and so many others.

And I want to especially thank our Middle States Steering Committee co-chairs, Librarian Ellen Renaud and Professor Cathie Seidman; our dedicated editor, Professor Tony Acevedo; Administrative Assistant Alexa Riano; former Senior Vice President Paula Pando; Dean of Institutional Research and Planning Jerry Trombella; and Executive Vice President and Provost Eric Friedman, who assumed the exceedingly important role of Accreditation Liaison Officer when Dr. Pando left HCCC last summer to become a community college president.

We are inviting faculty, staff and students to meetings throughout next month to review the highlights of the Self Study and plan for the Middle States visit beginning on Sunday, March 31st. Trustees, you will also be invited to attend one of these meetings, but please know that we plan to review and discuss the Self Study and visit at each of our upcoming Board Committee meetings as well.

As Rhoda mentioned, seven HCCC community members attended last week's National Legislative Summit sponsored by ACCT in Washington, DC. I thank Trustees Bakari Lee, Pamela Gardner and Alexandra Kehagias; SGA President Rhoda Alaribe; former Student Alumni Trustee Hamza Saleem; and Vice President Nicholas Chiaravalloti for joining me at this exceptional annual meeting.

The highlight of the three-day conference was our meetings on Capitol Hill with most members of our federal legislative delegation. It was a special pleasure to hear our students and alumni speak to our legislators about their personal experiences in college and what HCCC means to them. We were delighted to meet with Senator Menendez and Congressman Sires, who have been so supportive of our state's and nation's educational priorities, and, specifically, of Hudson County Community College. We also met with members of Senator Booker's and Congressman Payne's staff, and we toured the Capitol with our students.

Tomorrow morning, Provost Friedman and I will travel to the *Achieving the Dream* annual conference, where we will join a team of other HCCC faculty and staff. While at the conference we will meet with our ATD Coaches, Dr. Mary Fifield and Dr. Rene Garcia, as we begin our participation in and engagement with *Achieving the Dream* to promote student degree completion and success.

I am also looking forward to joining members of HCCC's Phi Theta Kappa Chapter at the annual Phi Theta Kappa International Conference in Orlando, FL in early April. While there we will celebrate President Emeritus Glen Gabert's selection to receive the distinguished Phi Theta Kappa Michael Bennett Lifetime Achievement Award. Glen was nominated for this award by our students and will attend with us. Our five-star Phi Theta Kappa Chapter is a significant point of pride for all of us, and Dr. Gabert's support of the Chapter over his many years of leadership is an important part of his legacy at Hudson County Community College.

This evening you will act upon some very important agenda items. We are delighted to recommend tenure status for two exceptional HCCC faculty: Instructor of Psychology Sal Cuellar, and Instructor of Early Childhood Education Robin Singer. I've asked Executive Vice President and Provost Eric Friedman to introduce these colleagues.

Eric Friedman offered the following comments.

Good evening Chairman Netchert, members of the Board, President Reber, Faculty and Staff.

Salvador Cuellar began teaching Psychology at HCCC as an adjunct in the spring of 2012. He is the product of an urban community college education, earning an Associate's degree in Humanities and Social Sciences from LaGuardia Community College, part of the CUNY system. Sal went on to earn his Bachelor of Science in Applied Psychology from New York University, and a Master of Education degree in Human Development and Psychology from the Harvard Graduate School of Education. One of his academic specialties is understanding and managing stress; he has delivered a professional development workshop at HCCC on managing stress in the workplace. In his psychology classes, he appropriately illustrates the experience of stress to his students by starting his class off with an unannounced pop quiz—and then uses that experience to discuss the science behind stress and also forms of stress relief. He has been very active on the All-College Council and now serves as Chair of the Space and Facilities Committee. He was key in forming the HCCC Alumni Association, and has organized Psychology Week for our students (which involves guest speakers, career advising, and film screenings).

Robin Singer also began teaching in the Education department at HCCC as an adjunct faculty member in 2015, and by fall had been hired as a temporary full-time instructor. She was hired directly thereafter as a full-time member of the faculty. While an adjunct, she developed the Child Development Associate certification coursework, which creates an immediate pathway to employment for dozens of students annually, and she taught an early cohort of Early Head Start teachers as part of this program. Prof. Singer earned her Bachelor of Arts degree from Hobart and William Smith Colleges, and her Master of Arts from Teachers College, Columbia University. She is currently working on a Ph.D. at Montclair State University in Teacher Education and Teacher Development. In service to the College, Prof. Singer has served on the Curriculum and Instruction Committee, the Student Life Committee of the All College Council, and the recent task force re-examining LEAP.

An active scholar, Prof. Singer has presented her research on active learning with Angela Pack at the Tristate Best Practices Conference, and on the CDA LEAP program at both Middlesex Community College and at Princeton University. She has also presented on the program at the National Associate of Community Colleges Teacher Education Conference. Robin has created and updated several education courses, and was instrumental in revising all five education programs to meet the new 60-credit limit.

Dr. Reber asked me to be brief. But one last remark since I have worked directly with both Sal and Robin. These two individuals are rising stars. They represent the best of who we are and what we do as we seek to serve our community. Their bios are one thing; however, their genuine dedication to their students and to the College are what sets them apart. I heartily endorse the recommendation to grant tenure to Sal Cuellar and Robin Singer based on their efforts to move our students forward towards personal and career success. Our students need more teachers like these two. Thank you.

Dr. Reber resumed his comments.

Thanks, Eric, and congratulations, Sal and Robin!

We are also very pleased to recommend a number of new appointments this evening, including the appointment of Anna Krupitskiy to the new role of Vice President for Human Resources; and Dr. Burl Yearwood to the position of Associate Dean of Science, Technology, Engineering and Mathematics.

Ms. Krupitskiy brings over 14 years of professional experience in higher education administration, Human Resources, and legal and compliance areas. Since 2015 she has served as Director of Faculty Appointments at City University of New York, Borough of Manhattan Community College (BMCC). Prior to joining BMCC, she worked at Pace University as a Human Resources Faculty Specialist, Employee Relations Manager, and as a Graduate Assistant in Human Resources, Labor and Employee Relations. Earlier in her career Anna served as a Legal and Compliance Staff Attorney, and Business Analyst, in the corporate sector. She holds a Master of Public Administration and a Bachelor of Business Administration degree from Pace University; a Master of Law degree from University of Essex (UK); and a Juris Doctorate from New York Law School. Anna emigrated from Ukraine to the United States earlier in her life and brings a strong diversity perspective to HCCC.

She will work closely with Vivyen Ray and our entire HR and college leadership team to help us address important priorities in support of our employees, including our employee recruitment and retention processes; our diversity, equity and inclusion agenda; and other areas of critical importance.

With Anna's hiring, Vivyen Ray's title is changing to Assistant Vice President for Employee Relations, with responsibilities for supporting employee development, her greatest passion. I thank Vivyen for her leadership and support of these changes that will help us make important progress in so many ways, and for all that she does and will continue to do to support our employees and our College.

Dr. Yearwood comes to us from LaGuardia Community College, where he has worked since 2003 as Assistant and Associate Professor of Chemistry, Chemistry Program Coordinator, and, since 2011, as Chairperson of the Department of Natural Sciences. He holds a Ph.D. in Organometallic Chemistry from Wayne State University; and a B.S. in Chemistry from the University of Alabama. He also served as a Post-Doctoral Scholar at University of Kentucky.

Burl is the author of numerous publications and is active in the American Chemical Society, and National Organization for the Professional Advancement of Black Chemists and Chemical Engineers. He will also bring a valued diversity perspective to our STEM program and the entire College.

This evening you will also act upon a proposed restructuring of our Division of Student Affairs and Enrollment Management following the untimely passing late last year of Dean of Student Services Michael Reimer, whom we all miss so much.

With the input of many members of our community, we have chosen to recommend that Dean Reimer's position not be filled. Instead, we are proposing that part of the salary and benefits savings of collapsing his position be reinvested in expanded responsibilities and professional development opportunities for six of our current employees. With your approval, new responsibilities will be added to their position descriptions through reclassification.

All of the affected colleagues are dedicated employees working in areas of college strength and I'm pleased to thank them for agreeing to step up to these new leadership roles. As these colleagues begin their new roles and responsibilities, they may recommend several additional changes in support positions for your consideration at future meetings.

We all value opportunities to promote our current employees and their career advancement when these opportunities arise, and we will continue to consider future growth opportunities for our employees.

This evening we are joined by our new Executive Director of Online Learning, Archana Bhandari. Provost Friedman will introduce Archana, who will offer brief remarks, and then I'll return for final comments. Welcome, Archana!

Eric Friedman introduced Archana Bhandari.

Ms. Archana Bhandari is joining HCCC as Executive Director of Online Learning. Ms. Bhandari comes to us from Santa Ana College, the Rancho Santiago College District where she held the position of Director of Academic Support. There she provided leadership of the Santa Ana College technology infrastructure and information technology systems hardware and software. Prior to this, she headed up the Instructional Technology Department in the capacity of Director at the University of Maryland, School of Social Work from 2009 to 2015.

Archana was also the Academic Technology Specialist for the Notre Dame University of Baltimore. There she managed the technology needs of the faculty and worked closely with a team of directors to guide the continuous technological improvement projects for the university. Archana Bhandari is an innovative strategic leader for instruction technology and online learning. She holds a Masters in Management Systems from the Bowie State University in Maryland. She has extensive experience in advising, guiding, planning and creating online and technology supported resources and incorporating those into the curriculum. She brings a wealth of knowledge about online learning and is highly recommended by her peers and supervisors.

We welcome Ms. Bhandari to Hudson Community College and look forward to her future contributions to the college community. Just some of the things she will be doing:

- Expanding our online offerings (including new degrees).
- Working with faculty to improve the quality of our online courses. Training those who want to teach online.
- Chairing the important Online Learning Committee.
- Working with Workforce and High School partners to take programs online.

Archana Bhandari offered the following comments.

Good Evening. Thank you very much for the warm welcome.

I am honored to have the opportunity to join this wonderful team of people. It has been a great first month and I have really enjoyed meeting the good, wonderful people working at Hudson County Community College who are helping me get to know about the college and assess where we are at and what we need.

It is my belief that online, hybrid, and distributed learning is only going to become more and more important in the future. HCCC has a great foundation of online offerings. I am looking forward to taking it to the next level by providing student-centered, multimedia and interactive learning. The focus will be on empowering students to be able to conveniently and successfully pursue their studies online, enabling them to meet life goals and continue life-long learning.

I am very excited and honored to be on this journey with you. Thank you for your support, thank you very much.

President Reber offered the following concluding remarks.

Thanks, Archana, and welcome again. We all look forward to your leadership in this exciting and very important position.

I'll finish by noting that our planning for May Commencement is well underway, and we are all very excited that Governor Phil Murphy has accepted our invitation to serve as our 2019 Commencement Speaker.

As a reminder, this year's Commencement will be held on Thursday, May 30th beginning at 6 p.m. at the New Jersey Performing Arts Center.

Thank you, Trustees.

Regular Monthly Reports and Recommendations

1. *Minutes of the Regular Meeting of January 15, 2019 were approved.*
2. *Gifts, Grants, and Contracts Report – None.*
3. *Middle States Self Study Update*

The completed Middle States Self Study was distributed to the Board of Trustees.

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 Authorizing the Award for a Serve Robot Training System for the STEM Building to Educational Solutions Enterprises, of Effort, PA, at a cost not to exceed \$90,000.00, was approved.
2. The Resolution Authorizing the Award for a Laser Cutter for the STEM Building to Allegheny Educational Solutions Inc., of Tarentum, PA, at a total cost not to exceed \$31,408.00, was approved.
3. The Resolution Authorizing the Award for Construction Management Services and Equipment for the Survey Lab at the STEM Building to Survey Instrument Sales of Redford, MI, at a cost not to exceed \$19,598.00, was approved.
4. The Resolution Authorizing the Purchase of Accuplacer Exams for Fiscal Year 2019 from The College Board of New York, NY, at a cost not to exceed \$70,000.00, was approved.
5. The Resolution Authorizing the Annual Commencement Formal Dinner for Graduates at the Liberty House Restaurant in Jersey City, NJ, at a cost not to exceed \$18,275.00, was approved.
6. The Resolution Authorizing Temporary Staffing for the Institutional Research Department from Accountemps in Jersey City, NJ, at a cost not to exceed \$30,000, was approved.
7. The Resolution Authorizing the Award of Artificial Intelligent Student Services for the Enrollment Services Department to CareerAmerica LLC, of Boulder, CO, for two years, commencing March 1, 2019, through February 28, 2020, at a cost not to exceed \$45,000.00 (\$22,500 annually), was approved.

8. The Resolution Authorizing the Purchase of Dell Laptop Computers for the Nursing Department, at a cost not to exceed \$14,409.00, was approved.
9. The Resolution Authorizing Dell Laptop Computers for the Library Department, at a cost not to exceed \$41,397.00, was approved.

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

1. Resignations for the following positions were approved: Academic Lab Coordinator; Associate Director of Advisement and Counseling; and Assistant Director of Admissions.
2. Staff were appointed to the following Full-Time Positions: Associate Dean, STEM; Vice President for Human Resources; Librarian; Librarian/College Archivist; Interim Director of Library Instruction; Assistant Director of EOF; Admissions Recruiter; and Instructional Technologist.
3. Staff were appointed to the following Temporary Full-Time Assignments: Transitional Program Lecturer; and Instructor of History.
4. Staff were appointed to the following Tenure Appointments – Effective Academic Year 2019-2010.

Sal Cuellar

Instructor of Psychology

Robin Singer

Instructor of Early Childhood Education

5. The Modifications of the Staffing Table for FY 2019, Effective February 19, 2019, were approved

Section One:

Delete Titles

Chief Human Resources Officer

Assistant Dean of Student Services

Director of Admissions

Director of Student Activities

Executive Director of Financial Aid

Director of Testing and Assessment

Associate Director of Advising and Counseling

Section Two:

Add Titles

Assistant Vice President for Employee Relations

Vice President for Student Affairs and Enrollment

Associate Dean of Student Affairs
Associate Dean of Enrollment Services
Assistant Dean of Student Life and Leadership
Associate Dean of Financial Aid
Assistant Dean of Testing and Assessment/Multiple Measures Coordinator
Associate Director of Counseling and Wellness

Section Three:

Change Title With Incumbents

<u>Name</u>	<u>Title Changes</u>
Vivyan J. Ray	From: Chief Human Resources Officer To: Assistant Vice President for Employee Relations
Jennifer Feliz	From: Human Resources Specialist To: Human Resources Administrator
Lisa Dougherty	From: Dean of Enrollment To: Vice President for Student Affairs and Enrollment
David Clark	From: Assistant Dean of Student Services To: Associate Dean of Student Affairs
Matt Fessler	From: Director of Admissions To: Associate Dean of Enrollment Services
Veronica Gerosimo	From: Director of Student Activities To: Assistant Dean of Student Life and Leadership
Sylvia Mendoza	From: Executive Director of Financial Aid To: Associate Dean of Financial Aid
Darlery Franco	From: Director of Testing and Assessment To: Assistant Dean of Testing and Assessment/Multiple Measures Coordinator

Section Four:

Salaries Impacted by Staff Title Changes

Confidential Employees

Vivyan J. Ray	Assistant Vice President for Employee Relations Salary: From: \$124,479 To: \$125,000
Jennifer Feliz	Human Resources Administrator Salary: From: \$39,244 To: \$46,244
Lisa Dougherty	Vice President for Student Affairs and Enrollment Salary: From: \$130,050 To: \$150,000

Administrative Employees

David Clark	Associate Dean of Student Affairs Salary: From: \$83,232 To: \$90,000
Matt Fessler	Associate Dean of Enrollment Services Salary: From: \$66,300 To: \$90,000
Veronica Gerosimo	Assistant Dean of Student Life and Leadership Salary: From: \$67,626 To: \$75,000
Sylvia Mendoza	Associate Dean of Financial Aid Salary: From: \$83,232 To: \$90,000
Darlery Franco	Assistant Dean of Student Affairs Salary: From: \$57,328 To: \$75,000

6. Appointments of Additional New & Continuing Part-time Hires: February 19, 2019 – June 30, 2019, were approved.
7. Appointments of Additional New Hire Adjuncts - Spring 2019, were approved

8. Resolution Authorizing Consultant Services for Reviewing the Proposed Advanced Manufacturing Program by Dr. Akm Rahman, at a rate of \$100 per hour for a maximum of 10 hours, was approved.
9. Resolution Authorizing the Award of Academic Consultant Services for the Academic Affairs Office to Sandra Bleckman, at a total cost not to exceed \$4,250.00, was approved.

The following actions were taken concerning **Academic and Student Affairs**:

1. The Hudson County Community College's Self Study Document for its Decennial Reaccreditation Visit by the Middle States Commission on Higher Education was approved.

The **meeting was adjourned** at 5:30 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.