

**Summary of Proceedings at the
Regular Meeting of the Board of Trustees
February 16, 2016
5:00 p.m.
Library Building, 71 Sip Avenue
Jersey City, New Jersey**

Trustees present were: Kevin Callahan; Ingrid Rose Cooper (Student Alumni Representative); Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair) (via conference call); William Netchert (Chairman); Jeanette Peña; Harold Stahl

Trustees not present were: Karen A. Fahrenholz (Secretary/Treasurer); Adrienne Sires; Monica Tone

Comments from the Public:

1. Former ESL Instructor, Ismael Randazzo, spoke about some of his ideas for improving areas around Journal Square campus buildings. President Gabert and Board Chair Netchert thanked him for his continuing interest.

Awards, Recognitions and Special Reports

1. President Gabert gave the following reports:
 - The Association of College and Research Libraries named HCCC Library as the #1 library out of 1200 community colleges in the United States, with approximately 1600-1700 libraries. The photo of the exterior of the library building taken by Carol Van Houten, Associate Dean, Library, was used for the front cover of the publication of CHOICE, for its February issue of current reviews for academic libraries. (Attachment)
 - The American Association of Community Colleges has named HCCC one of five finalists in the United States for the CEO Board of Trustees award.

2. Trustee Lee, Chair of ACCT Executive Committee, noted that Dr. Gabert and he attended the ACCT National Legislative Summit in Washington, DC, February 8-10th. He invited trustees to attend the ACCT Leadership Congress scheduled for October in New Orleans, where he will be installed as Chair.

The trustees approved the **minutes of the Regular Meeting** of January 19, 2016.

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 amendment was approved to increase the four (4) year lease agreement with Sharp Electronics of Mahwah, New Jersey for FY 2016 to provide 24 copiers and maintenance at an annual cost not to exceed \$149,251.00.
2. The award of a Subscription Service for the Library for FY 2016 was awarded to EBSCO Information Services of Tenafly, New Jersey, at a total cost not to exceed \$28,000.00.
3. The award of Media Services for Billboard Advertisements for FY 2016 was awarded to Outfront Media Inc. of Fairfield, New Jersey, at a cost not to exceed \$57,330.00.
4. The purchase of Accuplacer Exams for FY 2016 was awarded to College Board of New York, New York, at a total cost not to exceed \$80,000.00.
5. The authorization for the sale of a Chevrolet Tahoe was approved.

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

1. Staff were appointed to the following full-time job titles: College Lecturer, ESL; College Lecturer, Workforce Development Programs; Associate Director, Student Financial; Academic Lab Manager; Instructor, Chemistry; Data Network Administrator; Accountant; Administrative Assistant, Finance; PC Technician (2).
2. Staff were appointed to the following temporary full-time faculty assignments: Instructor, Academic Foundations; Instructor, Business

3. The Modification of the Staffing Table for FY 2016 effective March 1, 2016 was approved.

REPORTS/BACKGROUND

DELETE TITLE:

Vice President for Administrative Services <C> Vacant

4. Appointment of Additional New & Continuing Part-time Hires: February 16 – June 30, 2016.
5. Appointment of Additional New Hire Adjuncts Spring 2016.

The **meeting was adjourned** at 5:17 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.