

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, April 14, 2020
5:00 p.m.
Remote Participation via Conference Call

Trustees present: Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Adamarys Galvin; Pamela Gardner; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert; Jeannette Peña; Christopher Reber; Silvia Rodriguez; Abderahim Salhi (Alumni/Student Representative)

Trustees absent: Harold Stahl

Comments from the Public: There were no comments.

Awards, Recognitions and Special Reports

1. *Student Government Association President's Report*

Student Government Association President Warren Rigby offered the following report.

As we transition to this fully online platform, it has been difficult to ensure that we are actively and compellingly representing all of our students as a whole.

This will be our third full week as we launch a brand new platform for "Students by Students." This platform is intended to give students an opportunity to talk to other students live through Instagram. The overall goal is for this to become a continuous platform for students and to develop into something bigger as another way to unite our College community.

The SGA is meeting and clubs have been encouraged to meet.

We are reviewing our budget to determine how we can allocate funds for the remaining academic school year, and whether funds can be donated for the food pantry or any other assistance.

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following report.

We truly appreciate all the hard work our volunteer members do on a regular basis. We know that over the past month faculty and staff have been working tirelessly to provide online classes and services. During this difficult time, our members have been encouraged to take a temporary step back if needed.

Some ACC committees have been meeting virtually while others are communicating via email.

As policy discussions take place, such as the recently announced Pass/Fail Grade options for spring 2020 classes, ACC Committees have been on-call for direct feedback and suggestions. The Committees also continue to provide a space for our members to share information concerning suggestions and ideas.

ACC Committees are also looking forward to the fall and considering how updated contingency plans are presented to the College in the future.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees and other members of our College community.

Although we are not together physically, it is wonderful to have this opportunity to meet, share and advance our collective efforts to serve our students and community at this time of great challenge.

I would like to begin by asking you to join me in a moment of silence for all of the victims of the coronavirus pandemic, their loved ones, and those on the front lines of helping others and saving lives.

Moment of silence.

Thank you.

Lauren and Warren, thanks for your comments and for all you and your colleagues are doing to serve and support our community members at this difficult time.

Trustees and colleagues, it is affirming and inspirational to observe the myriad examples of the very best of humanity at this time of unprecedented challenge and grief.

Students, faculty and staff have come together and are going to great lengths to help others every day. This includes volunteers who are staffing our food pantries, distributing laptops to students, finding and even *making* personal protective equipment for those on the front lines of helping the sick and suffering; faculty and staff who are reaching out to students for support at all hours of the day; and so many other generous and selfless acts and kindnesses. We are trying to bring visibility to this great work, both to thank our many heroes in this community, and to offer

inspiration to all. I am so proud of our HCCC community, and honored to be entrusted to lead and serve our great college.

Allow me to provide several updates as circumstances continue to develop and change daily.

Late last week, the United States Department of Education announced the specific funding that has been allocated to every postsecondary institution in the nation through the CARES Act recently passed by Congress and signed into law. Hudson County Community College will receive \$8.467 million in stimulus funding, half of which will be entrusted to us to support students in areas of need, and the other half directed to institutional operating support to help cover expenses and lost revenues associated with the pandemic. The United States Department of Education's formula for awarding institutional funding is weighted heavily by the proportion of students who are eligible for federal Pell funding support.

HCCC's allocation is the largest of New Jersey's eighteen community colleges. \$4.2 million, representing half of our allocation that is focused on student support, will be available imminently. We are developing guidelines for distribution of these funds consistent with the flexible parameters provided by the U.S. Department of Education. Informing this work are best practices provided by New Jersey's Office of the Secretary of Higher Education, the Hope Center at Temple University, and others. Shortly we will make students aware of the opportunity to request this funding support. We are expecting the release of the second half of our CARES Act funding allocation to support institutional operations soon, and we will keep you informed.

As you are aware, our community has been working tirelessly to support our students and ensure that their studies can continue uninterrupted in spite of the challenges of required migration to fully online instruction, and the remote delivery of services. Fully online instruction will continue through at least the first summer session, which will conclude on July 1.

Recently, we announced a Pass/Fail grading option for students who are anxious about online learning. With the exception of major-specific courses in a few programs, in which accreditation and/or transfer requirements preclude this Pass/Fail option, students may opt for either a Pass/Fail grade or a letter grade for each of their courses. They may make this choice as late as the end of the spring semester, in consultation with faculty and staff. We expect to continue this Pass/Fail option through the first summer term as we recently announced the continued offering of fully online courses through at least July 1.

We have further redirected some one-time cost savings from cancelled spring events and services into our "Hudson Helps" program. This has provided immediate funding support to address a range of student needs, including the purchase of 650 laptops that have been, and continue to be, loaned to students.

We have kept our food pantries fully stocked and open through voluntary staffing.

This evening, you will act upon a resolution recommended by the Board Finance Committee to hold 2020-21 tuition and fees level, with no increases in tuition and fees next year. We believe this is the right thing to do under the circumstances, and that announcing it now will help address anxiety as students are currently registering for the summer and fall.

In spite of many challenges, I am pleased to report that student attendance and participation in fully online courses is strong. We are currently seeing increases in summer and fall 2020 enrollment. We will be monitoring that very closely in the weeks and months to come. We are leaving no stones unturned in our efforts to reach out to and support our students.

Recently, Student Representative to the Board of Trustees, Abderahim Salhi, was named a 2020 recipient of the nationally prestigious Goldwater Scholarship, which is considered the premier award in Mathematics, Science, and Engineering. Named in honor of the late Senator Barry Goldwater, the scholarship is presented to full-time sophomores and juniors nationally, who show exceptional promise of becoming the next generation of leaders in the natural sciences, mathematics and engineering research. According to the Goldwater Scholarship guidelines, "Recipients demonstrate a passion for research and exhibit creative spark."

Abderahim was one of 396 students chosen for the scholarship from nearly 5,000 applicants nationwide. The vast majority of Goldwater Scholars are from four-year colleges. Abderahim plans to earn a Ph.D. in Computer Science and Mathematics and wants to work in a world-class academic research lab. He is only the second New Jersey community college student ever to become a Goldwater Scholar since the program's inception in 1986.

As noteworthy as this accomplishment is, its significance is perhaps exceeded by a recent act of kindness that exemplifies how so many of our HCCC community members are supporting others at this difficult time. Abderahim has created 3D-printed face shields for local health care centers inundated with personal protective equipment shortages during the COVID-19 pandemic. He said he was compelled to provide solutions for health care workers who face a high risk of infection while treating hospitalized COVID-19 patients. Quoting Rahim, he said, "I wish I were a nurse on the frontlines helping our fellow citizens during this crisis. We all have to come together to fight this enemy."

Alumni Representative Salhi, thank you for your kindness and your excellence. You inspire us all!

Trustees, this evening you will act upon the recommendations of the Faculty Promotion Committee, Executive Vice President and Provost Dr. Eric Friedman, and me, for the promotion of two members of our faculty. Through this annual process, faculty members may apply to the Promotion Committee for promotion to a higher academic rank with commensurate salary. Criteria include teaching effectiveness, contributions to the College, scholarly and professional achievement, and contributions to the community.

I am pleased to congratulate two members of the faculty, who have been recommended for promotion from the rank of Assistant Professor to Associate Professor. They are Shannonine Caruana, who teaches English as a Second Language; and Nadia Hedhli, who teaches biology.

In addition to teaching, Professor Caruana is Chair of the All College Council's Development and Planning Committee, a member of the College's ATD Core Strategy Team, Co-Editor of the HCCC *Diversity* magazine, and a member of the General Education Committee. She earned a Master's Degree in Teaching English as a Second Language from The New School in New York. Earlier in her career, she studied and taught in Italy and Turkey.

Professor Hedhli is an HCCC alumna. After HCCC, she went on to earn a B.A. in Biology at Rutgers, and then completed a Ph.D. in Biomedical Science at the University of Medicine and Dentistry of New Jersey. She also conducted postdoctoral research at Weill Cornell Medical College and Yale University. She has won numerous awards from the American Heart Association, National Institutes of Health, and Phi Beta Kappa, among others, and she has published widely in prestigious journals.

Congratulations, Professors Caruana and Hedhli! We are very happy for you and proud of you.

As circumstances continue to change around us, we are working hard to keep our HCCC community members connected remotely. Remote professional development programs are being offered continuously – by faculty, staff and students – to help our employees continue to grow and remain informed. Through the leadership of Vice President for Human Resources Anna Krupitskiy, we have developed a “Hudson Employee Spotlight” in which community members who are nominated by their colleagues are recognized on our website for their contributions to our students and the College’s mission and values.

Under the effective leadership of Dr. Darryl Jones and Kathleen Smith-Wenning, our Coronavirus Task Force continues meeting regularly to review issues, respond to challenges and concerns, and keep community members informed. We are also communicating through video and social media, and will be holding a virtual Town Hall Meeting on Thursday.

We are all in this together, and we are getting through the current challenges together with a view to how we can emerge as an even stronger college going forward.

Trustees, this concludes my report. As always, I would be happy to entertain any questions or comments.

Thank you.

Regular Monthly Reports and Recommendations

1. **The Minutes of the Regular Meeting of March 10, 2020 were approved.**
2. **Gifts, Grants, and Contracts Report**

The College has received the following grant awards:

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 FY20 allocation to be utilized for direct instructional support for HCCC CTE programs; an amendment was submitted for review and approval.

College Administrator: Nydia James

College Contribution: \$0

Award Amount: \$861,104

*Summary of Proceedings at the Board of Trustees Meeting
April 14, 2020*

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 Hudson County Community College (Chapter 12), was approved.
2. Resolution Amending Resolution #3 from January 15, 2019 Board of Trustees Meeting, was approved.
3. Resolution Approving Payment for Emergency Services and Supplies in Response to COVID-19 to Maverick Building Services of Rutherford, New Jersey, at a cost not to exceed \$89,000.00, was approved.
4. Resolution Authorizing Purchase of Internet Services for Fiscal Year 2021 to NJEdge.net of Newark, New Jersey, at a cost not to exceed \$143,841.00, was approved.
5. Resolution Authorizing Renewal of Software Maintenance Agreement with Ellucian Colleague System of Fairfax, Virginia, at a cost not to exceed \$2,718,576, was approved.
6. Resolution Authorizing Purchase of Elevate Software Management System from Ellucian Colleague System of Fairfax, Virginia, at a cost not to exceed \$73,114.00, was approved.
7. Resolution Authorizing Award of Contract for Fiscal Year 2020 Audit to Donahue, Gironda, Doria & Tomkins, LLC of Bayonne, New Jersey, at a cost not to exceed \$71,000.00, was approved.
8. Resolution Authorizing Approval of the Zero-Increase Tuition and Fee Policy for Fiscal Year 2021, was approved.

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

1. The resignations of a Custodial Supervisor and Academic Advisor (STEM), were accepted.
2. Staff were appointed to the following positions: Coordinator, North Hudson Campus; and Apprenticeship Program Coordinator (Grant Funded).
3. Appointment was made to the following Temporary Full-time Staff assignment through December 31, 2020: Instructional Technologist.
4. Appointment was made to the following Temporary Full-time Faculty position for Spring 2020: Instructor, Speech (Non-tenured).
5. Promotions for the following Full-time Faculty were approved.

<i>First Name</i>	<i>Last Name</i>	<i>From</i>	<i>To</i>	<i>Discipline</i>
Shannonine	Caruana	Assistant Professor	Associate Professor	ESL
Nadia	Hedhli	Assistant Professor	Associate Professor	Biology

*Summary of Proceedings at the Board of Trustees Meeting
April 14, 2020*

6. Appointment of Part-time Staff through April 2021, as needed, were approved.
7. Appointment of New Hire Adjuncts were approved
8. Resolution Authorizing Award of Communications Training Consultant Services for Hudson County Community College to Bob Berkowitz Communications Consultants, at a cost not to exceed \$5,000.00, was approved.

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

1. Resolution to Approve an Option in Communication Studies to the existing Associate of Arts in English (60 credits) [CIP Code: 09.0100], was approved.
2. Resolution Authorizing Termination of Academic Program with Declining Enrollment: Certificate in Medical Transcription, was approved.
3. Resolution Authorizing Termination of Academic Programs Pursuant to the Action of Receiving Programs: Associate in Science in Respiratory Care; and Certificate in Dietary Management, was approved.
4. Resolution to Approve a Change in Nomenclature for the Academic Certificate in Supply Chain Management [CIP Code: 52.0203] to Academic Certificate in Transportation, Logistics, and Distribution [CIP Code: 49.9999], was approved.
5. Resolution Approving Agreement between Hudson County Community College and Joseph H. Brensinger School-PS 17, Jersey City, New Jersey, to provide additional space for the College's Nursing Program, was approved.
6. Resolution Recognizing April 2020 as Hudson County Community College Month, was approved.

Chairman Netchert made the following statement during **new business**:

Congratulations to President Reber and his team on the fantastic job that you are doing to keep this College going under the most trying of circumstances. I also want to congratulate Jennifer Oakley who is transforming this virtual Board Meeting into a smooth transition. Congratulations and thanks to both of you.

The **meeting was adjourned** at 5:34 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.