

Office of the President  
70 Sip Avenue  
Jersey City, New Jersey



**Summary of Proceedings at the  
Regular Meeting of the Board of Trustees  
June 13, 2017  
5:00 p.m.  
Mary T. Norton Room  
70 Sip Avenue, Jersey City, New Jersey**

**Trustees present were:** Kevin Callahan; Karen A. Fahrenholz (Secretary/Treasurer); Dr. Glen Gabert (ex officio); Joanne Kosakowski; Bakari Gerald Lee (Vice Chair) via conference call; William Netchert (Chairman); Adrienne Sires; Harold Stahl; Joseph Zarra

**Trustees not present were:** Roberta Kenny; Jeanette Peña; Jahrell Thompson (Student Alumni Representative)

**Comments from the Public:** There were no comments from the Public.

**Awards, Recognitions and Special Reports:**

1. President Gabert spoke about the recent death of faculty member Johanna Van Gendt. He said that the Administration and Foundation will award a 2017-2018 scholarship in her honor. A piece of art from the College Collection will also be memorialized.

Dr. Eric Friedman, Senior Vice President, Academic Affairs, addressed the Board and gave the following statement.

*I would like to take a moment to remember our colleague Johanna Van Gendt who passed on May 23<sup>rd</sup>.*

*It was just a couple of months ago that you conferred tenure on her as a teacher of ESL.*

*Some people take for granted fluency with English; she taught the language to our students so that they could move forward towards their dreams unimpeded.*

*Teachers inspire hope ---Johanna certainly did. And sometimes what we can do for others we cannot do for ourselves.*

*When I met her sister, Nicole, she told me: "Johanna loved it at the college; her heart and soul were in her work here."*

*Her degrees came from the University of Cambridge, the New School University, and Mount Holyoke College. Truly a lifelong learner, she invited her students to be so as well.*

*Johanna was deeply involved in the life of the College, the life of the ESL teaching community within and beyond HCCC's walls, the life of her friends and family, and certainly the life of her students. She cared, she was extremely collegial, and she was passionately thoughtful.*

*She was a virtuous teacher's teacher, always looking to refine her craft and make things better for her students. Teaching language made sense for her since she believed that language facilitates collaboration making it possible for disparate peoples to work together towards a better world.*

*We will remember her for her unique humanity and her deep dedication to others. We will miss her in the classroom, on scoring committees, at tutor training sessions, at the all college council and the alumni association planning meetings.*

*The memories of the times we spoke and worked together will always be with us.*

*Thank you. May she rest in peace.*

Shannonine Caruana, ESL Instructor and close friend of Johanna gave the following emotional statement.

*Johanna was truly a great friend, a colleague and an educator. I know tenure meant the world to her, and I know her spirit will live on with that pride. Her family is truly grateful for the appreciation, love, and concern that the College showed her.*

*Thank you very much.*

2. President Gabert reported on the following:

- Board meetings are not scheduled in July. The next meeting will be Tuesday, August 8<sup>th</sup>, 5:00 pm, in the Mary T. Norton Room.
- HCCC will host the Association of Community College Trustees (ACCT) Board of Directors on campus on July 14, 2017. Bakari Lee is the Chairman of ACCT.

The trustees approved the **minutes of the Regular Meeting of May 9, 2017**.

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 Purchase of new Dell Computers for STEM Building was awarded to Dell at a cost not to exceed \$120,559.10.
2. The Purchase of Phones and Data Supplies for the STEM Building was awarded to CDW Government of Vernon Hills, Illinois, at a cost not to exceed \$33,318.78.
3. The Request to Join Union County Cooperative Pricing Agreement was approved.
4. The Award to Install Security Camera Equipment for the STEM Building was awarded to Johnston Communications Voice and Data of Kearny, New Jersey, at a cost not to exceed \$118,552.69 through the Union County Cooperative Pricing Agreement.
5. The Award to Install IT Equipment for the STEM Building was awarded to Johnston Communications Voice and Data of Kearny, New Jersey, at a cost not to exceed \$434,226.36 through the Union County Cooperative Pricing Agreement.
6. The Purchase of Projectors/whiteboards for the STEM Building was awarded to Howard Technology Solutions of Laurel, Mississippi, at a cost not to exceed \$139,383.00.
7. The Purchase of Visitor Management System and ID Card System for the STEM Building was awarded to Card Data Systems of King of Prussia, Pennsylvania, at a cost not to exceed \$30,871.00.

8. The Purchase of 5 Multipurpose Copiers for STEM Building was awarded to Ricoh of West Caldwell, New Jersey, at a cost not to exceed \$49,633.70.
9. The Four (4) Year Service Agreement for 5 Multipurpose Copiers for STEM Building was awarded to Ricoh of West Caldwell, New Jersey, at a cost not to exceed \$840.00 per month pending legal review of the contract.
10. The Purchase of 3 Black and White Copiers for STEM Building was awarded to Ricoh of West Caldwell, New Jersey, at a cost not to exceed \$8,656.20.
11. The Four (4) Year Service Agreement for 3 Black and White STEM Building Copiers was awarded to Ricoh of West Caldwell, New Jersey, pending legal review of the contract.
12. The Purchase of Desk Chairs for STEM Building was awarded to WB Wood of Basking Ridge, New Jersey, at a cost not to exceed \$23,200.00.
13. The Authorization Request to Utilize Funds from HCCC STEM Project Budget to approve changes to the Contractor's (Brockwell & Carrington) contract during the months of June 2017 and August 2017 was approved.
14. The Resolution to Approve Auditing Services for FY 2017 was awarded to Donohue, Gironda, Doria & Tomkins, at a cost not to exceed \$64,500.00.
15. The Purchase of Liability & Casualty Insurance for FY 2018 was awarded to Borden Perlman Salisbury & Kelly Agency of Lawrenceville, New Jersey, through the county college community pool.
16. The Award of Media Services (Comcast) for Cable Advertisements for FY 2018 was awarded to Comcast Cable of Philadelphia, Pennsylvania, at a cost not to exceed \$59,719.00.
17. The Award of Media Services (News 12) for Cable Advertisements for FY 2018 was awarded to News 12 New Jersey of Edison, New Jersey, at a cost not to exceed \$31,487.00.
18. The Award of Media Services (Cablevision) for Cable Advertisements for FY 2018 was awarded to Cablevision of Hoboken, New Jersey, at a cost not to exceed \$69,957.00.
19. The Award of Media Services for Transit Advertisement FY 2018 was awarded to Intersection (formerly Titan Worldwide) of Fairfield, New Jersey, at a cost not to exceed \$111,773.85.

20. The Award of Vending Machine Service was awarded to Paramount Vending Services Corp. D/B/A Culinary Ventures Vending for a term of two (2) years.
21. The Resolution to Except the Transfer Radiography Program from Christ Hospital to HCCC was approved.
22. The Affiliation Agreement between Peace Care St. Anne's and HCCC for the Certified Nurse Aide Training Program was approved.
23. The Resolution to Extend Grant Writing and Editing Services for an extended term of six months with Winning Strategies Washington was approved at a cost not to exceed \$15,000.00.
24. The Emergency Notification Resolution for Chiller RTAC #1 and #2 Repairs was awarded to Trane at a cost not to exceed \$30,160.00.
25. The Resolution Extending Security Contract with U.S. Security Services Associates, Inc. for a period not to exceed three (3) months was approved.
26. The Tuition Freeze and Payment Deadline Policies were approved.
27. The Resolution Authorizing the Hiring of a Consultant to Review the Development Potential of Certain College Properties in Journal Square was awarded to Robert Cotter at an hourly rate of \$250 per hour not to exceed 12 hours or \$3000.00.
28. The Resolution Authorizing Contract with Instructure for the use and support of the Canvas software was approved subject to review and approval by the Administration in conjunction with Legal Counsel.

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

1. Notice of the Death of Johanna Van Gendt

*Hudson County Community College mourns the passing of Johanna Van Gendt, Instructor, ESL. In March 2017, the HCCC Board of Trustees voted to grant Professor Van Gendt tenure. She earned a Master's in Teaching English to Speakers of Other Languages from New School University, a certificate from the University of Cambridge, and a B.A. in English Literature from Mount Holyoke College. She taught at multiple institutions in New Jersey and other countries including Australia, South Korea, and the Czech Republic. At HCCC, Johanna was active in the All College Council, chairing the Development and Planning Committee.*

2. The resignations of a PC Technician; Student Development Associate; and Associate Registrar were accepted.
3. Staff were appointed to the following full-time positions: Student Affairs Counselor; and TAACCCT Site Coordinator.
4. Staff was appointed to the following temporary full-time assignment: Assistant to the Registrar.
5. Staff were appointed to the following temporary full-time positions – CarePoint: Director of Nursing; Coordinator of Testing; Administrative Assistant of Radiology; Coordinator, Nursing Program; Director of Radiography; Recruitment Specialist; and Administrative Assistant.

Staff were appointed to the following 12-month positions: Lecturers - CarePoint: Nursing Program (8); Radiography Program.

Nursing and Radiography Programs Transition Assistant – CarePoint. This is a one-year temporary position – July 1, 2017 through June 30, 2018.

6. The following full-time faculty received promotion Academic Year 2017-2018: Patrick Moore, Social Sciences.
7. Additional New Adjuncts, Fall 2017.
8. Appointment of Additional New & Continuing Part-Time Hires: July 1 – December 20, 2017.

The following action was taken regarding **academic affairs**:

1. Revision to Academic Calendar for Fall 2017 was accepted.  
Calendar on following page.

**HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2017**

**Wednesday, August 30** College Service Day  
**Thursday, August 31** Late registration begins  
All College Faculty Orientation 6:00 PM

**Saturday, September 2 – Monday, September 4** Labor day weekend – College closed

**Tuesday, September 5** Classes begin at HCCC including High School sites

**Tuesday, September 5 – Monday, September 18** Add/Drop Period  
(No classes can be added after two meetings)

**Wednesday, September 27** Convocation – no day classes

**Monday, October 2** Last day to file Degree Audit application for December 2017 Graduation

**Monday, October 9** Columbus Day – Classes in session

**Thursday, October 19 – Wednesday, October 25** Mid-term exams/Advisement period

**Tuesday, October 31** Last day to submit Mid-term Advisory grades

**Wednesday, November 1** Spring 2018 registration begins

**Tuesday, November 7** Election Day – Classes in session

**Saturday, November 11** Veterans' Day – Classes in session

**Monday, November 13** In-person Spring 2018 Registration

**Tuesday, November 21** Last day to complete official withdrawal from classes at HCCC

**Wednesday, November 22** Day classes in session, no evening classes

**Thursday, November 23 – Sunday, November 26** Thanksgiving Recess – College closed

**Tuesday, December 12** Last classes and/or final exams for Tuesday classes

**Saturday, December 16 – Wednesday, December 20** Last classes and/or final exams for all other classes including Off-Campus Centers

**Wednesday, December 27** Last day to submit final grades to the Registrar's Office (tentative)

**Fall 2017 Registration**  
Starts April 1, 2017  
Classes start September 5, 2017

**Start Dates for Culinary Classes**

**Day Classes**

- > Cycle I – September 5 – October 11
- > Cycle II – October 12 – November 15
- > Cycle III – November 16 – December 20

**Evening Classes**

- > September 5 – December 20

**Start Dates for High School Sites**  
On-site registration 5:30-8:00 PM

- > Bayonne – September 13 (tentative)
- > Kearny – September 13 (tentative)
- > Union City – September 13 (tentative)

**Start Dates for Online Sessions**

- > 15-Week – September 5 – December 20
- > Session A – September 5 – October 23
- > Session B – October 31 – December 20

**12-Week Sessions**  
September 20 – December 20, 2017

**Note: The College reserves the right to modify the calendar.**

FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201-714-7100  
LISTEN for radio announcements on WINS 1010 AM, WADO 1280 AM, WVNJ 1160 AM and WCBS 880 AM  
LOG ONTO College website → [www.hccc.edu](http://www.hccc.edu), MyHudson portal → <http://myhudson.hccc.edu>

The following action was taken regarding **new business**:

1. The Resolution to Complete Payments Between CarePoint and Hudson County Community College was approved.
2. The Resolution Awarding Contract for Dental Insurance with Delta Dental was approved through June 30 2019.

The **meeting was adjourned** at 5:27 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.