

Summary of Proceedings  
Meeting of the Board of Trustees  
Tuesday, September 10, 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); Pamela Gardner; Alexandra Kehagias (Alumni/Student Representative); Roberta Kenny; Joanne Kosakowski (via conference call); Bakari Lee (Vice Chair); William Netchert (Chair); Jeannette Peña (via conference call); Christopher Reber; Silvia Rodriguez; Harold Stahl.

**Comments from the Public** - There were no comments from the public.

**Awards, Recognitions and Special Reports**

President Reber asked for a moment of silence for 9-11 victims.

1. *Student Government Association President's Report*

Student Government Association President Warren Rigby offered the following remarks.

The Student Government is back after a busy, but restful, summer, in which we trained new student leaders as well as attended all new student orientations to welcome incoming students.

As we kick off the fall semester, our top initiatives continue to include working with the HCCC Food Pantries and developing a student discount card with local businesses.

In September, we are hosting a Meet and Greet with student leaders.

Blood Drives have been scheduled on both campuses and are open to the surrounding communities.

Involvement fairs have been scheduled to get students more connected on campus.

Thanks, and see you in October!

2. *All College Council President's Report*

*All College Council President Lauren Drew offered the following remarks.*

The All College Council held its first general meeting on College Service Day. The ACC membership voted to endorse the President's Advisory Council on Diversity, Equity, and Inclusion. We'll be sending two representatives to join the Advisory Council, Jose Lowe and Angela Pack. They will both serve for a renewable one-year term.

The ACC's subcommittee on DEI has selected an instrument – Viewfinder from Insight into Diversity – for a climate survey. Jose Lowe is coordinating with student leaders, the members of the subcommittee, Dr. Friedman, and others to refine the survey questions to ensure relevance to HCCC.

ACC Standing Committees held their first meetings last week on September 4. Among their projects, the Student Affairs Committee is drafting a standard procedure for selecting/moving the day and time for the College Hour.

3. *President's Report*

*President Reber offered the following remarks.*

Lauren and Warren, thank you for your remarks, and for your leadership.

I'm pleased to share that we have retained a new Digital Marketing Manager. Andres Valencia possesses superior skills in the areas of videography and the use of social media in marketing. His experience includes freelance multi-media work for over 100 businesses throughout our metropolitan region; serving as assistant and associate producer of short films and television; media services for the Kings County District Attorney's office; Marketing and Distribution Coordinator for Artisan Entertainment in New York, among others. He holds a Bachelor's degree in Communications from the City College of the City University of New York. His expertise and contributions will be important to our work in bringing increased visibility to the College, with a focus on sharing the stories and accomplishments of students, faculty, staff, trustees and other community members.

Andres is here this evening. Welcome, Andres. Would you like to say a few words?

*Andres Valencia offered the following remarks.*

Thank you all for having me. I'm learning a lot as I go about the College and the area. I am very excited to tell the stories of the College, the students, and the community in an interesting way that is captivating. I look forward to working with all of you.

*President Reber resumed his remarks.*

As you are aware, the entire college community has been engaged in reviewing and discussing our shared values and commitment to diversity, equity and inclusion, including discussions at our recent College Service Day, and at the first meeting of the All College Council. As Lauren has noted, the All College Council has strongly endorsed the new President's Advisory Council on Diversity, Equity and Inclusion, and has appointed ACC members Jose Lowe and Angela Pack to represent the ACC on the Council.

I'm also pleased to share that Chairman Netchert has appointed Trustee Vice Chair Bakari Lee to

represent the Board of Trustees. And Presidents Warren Rigby and Christine Tirado will represent the Student Government Association and Phi Theta Kappa, respectively. Many members of the college community have expressed interest in serving on the Council and many have nominated individuals to serve. I am currently inviting additional colleagues to participate on the Council and will convene an organizational meeting in the next several weeks.

Thank you all for your support of this work. It will be a focus for the coming year in tandem with our student success initiatives and our work with *Achieving the Dream*, which is also focused on equity.

During the past year, we created and opened food pantries on the Journal Square and North Hudson campuses, which to date have served hundreds of our community members. We continue to grow and develop these pantries in partnership with other college and community agencies. This year, we are adding “Hudson Helps” services to address basic-needs concerns of students and others in our College community, including food insecurity, homelessness, mental health, and concerns related to immigration status, among others. Leading this exceedingly important work are Vice President for Student Affairs and Enrollment, Lisa Dougherty, and Associate Dean of Student Affairs, Dr. David Clark. They are here this evening to speak about these efforts. At the conclusion of their remarks I’ll return for some final comments.

Lisa and David, thanks for your outstanding leadership!

*Lisa Dougherty and David Clark offered the following statement during their “Hudson Helps” Powerpoint presentation (attached).*

It is our pleasure to talk to you about something that we are very passionate about in the Student Affairs division and college-wide, which we refer to as “Hudson Helps.” For almost a year we have been on a journey to explore how we can better support our students outside of the classroom.

We all know that our students face barriers far outside of the classroom in terms of basic needs and their success. With “Hudson Helps,” the College’s goal is to find ways to support our students, “the village,” inside of the classroom as well as outside of the classroom, holistically, and to offer services that address needs such as food, housing, emergency aid, immigration, mental health, and drug and alcohol abuse. We want to head off anything that can either prevent students from staying in school or enrolling in school by ultimately supporting them in this way to get them to the finish line.

A study of 43,000 undergraduate students nationwide found that in community colleges approximately 42% of students are food insecure, 46% are housing insecure, and 12% are homeless. Here at HCCC, unfortunately, these issues affect many of our students. We have many students who are first generation, coming from disadvantaged backgrounds with many obstacles in their lives, and a lot of these are issues that we can solve as a college community. We welcome input and support of these efforts.

*President Reber resumed his remarks.*

Thanks so much, Lisa and David!

Trustees, last month you approved the hiring of consultants to work with our College community in two very important areas: how we respond to emergencies, including reaching out to support individuals who may be in distress; and providing support and services to ensure accessibility to our programs and facilities for everyone. Both consultants will work with the college community to help us analyze current practice, and develop – and ultimately reach and exceed – goals for continuous improvement in these areas of critical importance to our student support and equity initiatives. I thank Vice President Lisa Dougherty; Associate Dean of Student Success, Dr. Sheila Dynan; and their colleagues for their leadership of these efforts.

Over the summer the entire College community has been engaged in exceedingly important work associated with the recruitment and retention of our students. As you are aware, enrollment in community colleges nationally is counter-cyclical. When the economy is declining, enrollment tends to increase; and when the economy is strong, enrollment tends to decrease. Most community colleges in New Jersey and nationally have been seeing a trend of declining enrollment as the economy has progressively strengthened since 2010.

We have been able to weather this trend relatively well, with annual enrollments that have mostly included small decreases, or steady – and occasionally slightly growing – enrollments. All through the summer, and continuing into the fall, we have been working to close an early enrollment gap, which to date has been reduced to about 2% below last year and continues to improve with growing enrollment in certain areas. In the next few weeks we expect to see increased enrollment in our Quick Term, late-start, on-the-ground and online courses.

We have been seeing considerable growth in certain areas that bodes extremely well for our goal of beginning a long-term trend of sustained enrollment growth going forward, regardless of changing economic conditions. For example, enrollment of students in our Educational Opportunity Fund, or EOF program, is up over 100% compared to last year, with 200 students enrolled this year compared to 100 last year. Similarly, our Honors Program enrollment is currently up a whopping 182%, with 141 students currently enrolled this year compared to 50 last year. New student enrollment is up significantly in both of these programs that have a history of strong retention and student success outcomes.

Online student enrollment is up 8% over last year, with a 9% increase in new student online enrollment, and 62 students enrolled in fully online programs this fall compared to 39 last fall. Our Health Sciences enrollment is up 5.42% this year, on top of a similar increase last year. Our new Secaucus Center enrollment continues to grow, with 51 students now enrolled in evening credit courses and programs, and 83 students enrolled to date in Early College courses, for a total of 134 students compared to 54 students last year. Our evening courses at Secaucus don't begin for another 2 weeks, so we expect these numbers to continue to grow.

And enrollment in new programs is up significantly over last year. These include Medical Science Pre-professional; Exercise Science; Homeland Security; Addiction Counseling; and Cyber Security. Total fall 2019 headcount in these new programs is 322, compared to 135 last fall, representing a 139% increase!

And our Community College Opportunity Grant, or CCOG, enrollment is up significantly this fall over last spring's initial CCOG enrollment. To date, nearly 1,000 HCCC students are CCOG recipients, and, of these, nearly 200 are new to HCCC this fall. The students, collectively, are receiving over \$1.4 million in CCOG grant funds. This is a near doubling of total dollars awarded last spring. We expect continued growth in spring 2020 CCOG enrollment and going forward as we are increasingly able to bring information about this opportunity to all parts of our community.

And on the retention side, as you are aware, we have begun our work with Achieving the Dream, including a focused review and disaggregation of data, to develop challenging but achievable goals for continuous improvement.

So we are experiencing success in realizing growth in most of the areas that are priorities in our Enrollment Management Plan, developed and supported by our Enrollment Management Council. These kinds of outcomes are the result of the efforts of the entire College community, and I thank everyone for their contributions. Together are moving in a very positive direction.

We are all looking forward to our Board and Presidential Retreat on Saturday, September 21, 2019. Yesterday I mailed you the retreat agenda that we just received from our facilitator, Dr. DeRionne Pollard. I thank Trustee Bakari Lee for working with DeRionne and me on this agenda. We welcome your questions and/or suggestions for any agenda refinements. As a reminder, the retreat will be held on Saturday, September 21 on the sixth floor of the Gabert Library, beginning at 9 a.m. and concluding no later than 4:30 p.m. It promises to be an enjoyable and very helpful experience for all of us.

This concludes my remarks. As always, I welcome questions, comments and suggestions.

### ***Regular Monthly Reports and Recommendations***

1. The Minutes of the Regular Meeting of August 13, 2019 were approved.
2. Gifts, Grants, and Contracts Report

The College has received the following grants:

**Title:** Scaling Apprenticeships through Sector-Based Strategies Grant Program and Project Summaries (Advanced Manufacturing)

**Agency:** U.S. Department of Labor

**Purpose of Grant:** Scaling Apprenticeships will promote the large-scale expansion of apprenticeships across the nation by supporting the training of thousands of apprentices in new or expanded programs and by assisting partners in their efforts to create and scale the new or expanded apprenticeship programs. This grant program will also increase apprenticeship opportunities for all Americans, particularly veterans, military spouses and those individuals currently underrepresented in existing apprenticeship programs. The grant is a partnership with County College of Morris and is focused on the advanced manufacturing sector.

**College Administrator:** Lori Margolin

**College Contribution:** \$0

**Award Amount:** \$297,500 over 4 years

**Title:** Scaling Apprenticeships through Sector-Based Strategies Grant Program and Project Summaries (Healthcare)

**Agency:** U.S. Department of Labor

**Purpose of Grant:** Scaling Apprenticeships will promote the large-scale expansion of apprenticeships across the nation by supporting the training of thousands of apprentices in new or expanded programs and by assisting partners in their efforts to create and scale the new or expanded apprenticeship programs. This grant program will also increase apprenticeship opportunities for all Americans, particularly veterans, military spouses and those individuals currently underrepresented in existing apprenticeship programs. The grant is a partnership with Bergen Community College and is focused on the healthcare sector.

**College Administrator:** Lori Margolin

**College Contribution:** \$0

**Award Amount:** \$607,940 over 4 years

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 of Water Chemical Treatment Services for Fiscal Year 2020 to Trane of Pine Brook, New Jersey, at a cost not to exceed \$6,436.00, was approved.
2. Resolution Authorizing Award of Exterminating Services for Facilities Department for Fiscal Year 2020 to Bayonne Exterminating of Bayonne, New Jersey, at a cost not to exceed \$35,000.00, was approved.
3. Resolution Authorizing Purchase of Assessment and Review Program for School of Nursing and Health Sciences from ATI of Leawood, Kansas, at a cost not to exceed \$180,000.00, was approved.
4. Resolution Authorizing Purchase of Cisco Firewall Security Software from Johnston Communications at a cost not to exceed \$26,420.00, was approved.
5. Resolution Authorizing Purchase of 52 Dell Computers for College Wide Upgrades from Dell Marketing LP, at a cost not to exceed \$61,100.52, was approved.
6. Resolution Authorizing Purchase of 95 Dell Thin Client Terminals for Gabert and North Hudson Libraries from Dell Marketing LP, at a cost not to exceed \$47,995.65, was approved.
7. Resolution Authorizing Purchase of Supplies for Badge-Passes for Fiscal Year 2020 from Toshiba Business Solution/Card Data Systems of Mt. Laurel, New Jersey, at a cost not to exceed \$24,888.00, was approved.
8. Resolution Authorizing Renewal of Subscription Service for Gabert Library for Fiscal Year 2020 from EBSCO of Tenafly, New Jersey, at a total cost not to exceed \$30,021.00, was approved.
9. Resolution Authorizing Award for a Fume Extraction System and Mitey Wood Lathe for STEM Building from Allegheny Educational Solutions, Inc. of Tarentum, Pennsylvania, at a cost not to exceed \$20,901.00, was approved.
10. Resolution Authorizing Parking Authority Contract Renewal for North Hudson Campus through June 30, 2022 to Parking Authority of West New York, New Jersey, at a cost not to exceed \$55,500.00, was approved.
11. Resolution Approving Clinical Affiliation Agreement between Hudson County Community College and Kean University through 2023, was approved
12. Resolution Approving Agreement between Hudson County Community College and Ramapo College of New Jersey, effective September 2019, was approved.
13. Resolution Approving Agreement between Hudson County Community College and Fairleigh Dickinson University, effective September 2019, was approved.
14. Resolution Renewing Clinical Education Agreement between Hudson County Community College and Promise Care NJ, LLC through June 30, 2020, was approved.

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15. Resolution Authorizing Purchase of MOBILEIRON Software from CDW Government, at a cost not to exceed \$19,383.80, was approved.
16. Resolution Approving Academic Master Plan Consultation for Academic Affairs from Jim Davy, at a cost not to exceed \$7,500.00, was approved.
17. Resolution Amending Resolution #17 from August 13, 2019 Board of Trustees Meeting, increasing the change in total cost for the purchase of Baking Equipment from Erika Record, LLC, so that the new total cost of the purchase shall not exceed \$31,352.03, was approved.
18. Resolution Amending Resolution #15 from June 11, 2019 Board of Trustees Meeting, increasing the change in total cost for the purchase of video/podcast services from SuperManos, LLC, so that the new total cost of the purchase shall not exceed \$72,000.00, was approved.

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

1. The resignation of a Library Associate was accepted.
2. Staff were appointed to the following full-time positions: Administrative Assistant, College Libraries; Librarian; Library Associate – Technology; PC Technician; Human Resources Benefits Manager; Human Resources Administrative Assistant; Financial Aid Assistant; Assistant Controller.
3. Appointments were made to the following Temporary Full-time Positions Effective until December 23, 2019: Human Resources Administrator; Computer Arts Instructor, Non-tenure Track; Program Assistant; High Level Mathematics Instructor, Non-tenure Track; Student Financial Aid Assistant; Community College Opportunity Grant Tutor.
4. Modifications of Staffing Table for FY2020 Effective September 10, 2019, were approved.

*Section One:*

Delete Title(s)  
*Dean of Instruction*

*Section Two:*

Add Title(s)  
*Associate Vice President for Academic Affairs*

*Section Three:*

Change of title with incumbents  
*None*

*Section Four:*

Position Changes  
*Executive Director, North Hudson Campus: revised position description and reclassification.*

*Section Five:*

Salaries impacted by staff title or position changes

*Academic Administrative Staff*

<u>Name</u>	<u>Salary Change</u>
Yeurys Pujols	from: \$88,932.62
	to: \$110,000.00

5. Appointments of New & Continuing Part-time Hires through September 2020 were approved.
6. Appointments of Fall 2019 New Hire Adjuncts, were approved.
7. Resolution Extending the Award of Program Coordination and Workshop Facilitation Consultant Services for the Division of Continuing Education and Workforce Development to AJB Events LLC, from September 2019 through March 31, 2020, at an additional cost of \$16,280, for a new total cost not to exceed \$26,280, was approved.
8. Proposed New Recruitment, Screening and Hiring Policy, was approved.

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

1. Proposed Agreement between Hudson County Community College and Ramapo College of New Jersey to Offer an RN to BSN Pathway for HCCC Nursing Students, Effective Fall 2019, was approved.
2. Proposed Agreement between Hudson County Community College and Fairleigh Dickinson University to Expand Educational Opportunities to Spanish-Speaking Students, Effective Fall 2019, was approved.

The **meeting was adjourned** at 5:40 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.