

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



**Summary of Proceedings at the  
Regular Meeting of the Board of Trustees  
September 12, 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); Roberta Kenny; Joanne Kosakowski; William Netchert (Chairman); Adrienne Sires; Harold Stahl; Jahrell Thompson (Student Alumni Representative)

**Trustees not present were:** Bakari Gerald Lee (Vice Chair); *Jeanette Peña*

**Comments from the Public:**

Dorothea Graham-King, Administrative Assistant, Research and Planning, addressed the Board and introduced herself as the newly elected President of the HCCC Support Staff Union. She said that she and her team are looking forward to working with the College with union negotiations.

**Closed Session:**

The Board voted to go into **closed session** at the end of the meeting.

**Awards, Recognitions and Special Reports:**

Dr. Paula Pando, Senior Vice President for North Hudson Campus and Student and Educational Support Services gave a presentation on the College's Emergency Management Plan.

**President Gabert gave the following report:**

1. The finishing details on the new STEM Building is continuing apace. The building is open and classes have begun.

President Gabert thanked everyone involved for making this possible. He acknowledged the patience of faculty in accommodating all the interruptions. The building dedication is scheduled for Tuesday, September 19<sup>th</sup> at 10:00 a.m.

2. We are very close to the 10<sup>th</sup> day enrollment. Headcounts are up between 5 - 6%; credits hours are up between 3 – 4%.

The trustees approved the **minutes of the Regular Meeting** of August 8, 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 award to Purchase Mechanical Supplies for FY18 was awarded to Grainger of Cranford, New Jersey, at a cost not to exceed \$50,000.00.
2. The award to Purchase Electrical Supplies for FY2018 was awarded to Jewel Electric Supply of Jersey City, New Jersey, at a cost not to exceed \$70,000.00.
3. The award for Paving 880 Bergen Avenue was awarded to Marino Paving Company of Watchung, New Jersey, at a cost not to exceed \$18,500.00.
4. The award for Public Relations Support for FY18 was awarded to Jones & Associates Communications, Inc. of Jersey City, New Jersey, at \$7,500 per month (\$90,000 annualized).
5. The award for the Purchase of Furnishings for the Culinary Building was awarded to WB Wood of Basking Ridge, New Jersey, at a cost not to exceed \$160,000.00.
6. The award for Flexible Spending Account (FSA) processing was awarded to Benefit Resource Inc. at a cost not to exceed \$5.00 per employee - per month and \$300 per year for IRS compliance support and compliance testing.
7. The award of a Month-to-Month Contract with FLIK International Corp. 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 Director of Advisement and Counseling; Student Records Coordinator; and Academic Foundation Math Instructor were accepted.

2. Staff were appointed to the following Temporary Full-Time Assignments: Office Assistant; Lecturer, Clinical/Allied Health Specialist; School & College Relations Assistant.
3. Staff were appointed to the following Temporary Full-time Faculty Assignments: Instructor, English (3); Instructor, AF Math; Instructor, Accounting; Instructor, Romance Languages; Instructor, ESL; Instructor, Speech.
4. Appointment of Additional New & Continuing Part-time Hires: July 1, 2017 – December 31, 2017
5. Appointment of Additional New Hire Adjuncts, Fall 2017.
6. Resolution for Revision of Policy and Tuition Waiver Forms was approved.
7. Resolution for Employee Handbook Update was approved.
8. The award of Flexible Spending Account (FSA) processing was awarded to Benefit Resource Inc.
9. The award of Consultancy to Develop Construction Management Courses was awarded to Mr. Khursheed Khan at a total compensation not exceed \$2,000.00, and Dr. Shahid Iqbal at a total compensation not to exceed \$6,000, anticipated completion of engagement, November 15, 2017.

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

1. Proposed New Academic Degree Program - Associate in Science (AS) in Exercise Science (62 credits) was approved.

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

1. Resolution Naming Room E06 at Culinary Conference Center in Honor of Investors Bank was approved.
2. HCCC Institutional Emergency Operations Plan (EOP) was approved.

The meeting went into **closed session** to discuss ongoing litigation.

The **public meeting was reconvened** and no formal action taken

The **meeting was adjourned** at 6:15 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.