

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



**Summary of Proceedings at the  
Regular Meeting of the Board of Trustees  
October 10, 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; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Jeanette Peña; Adrienne Sires; Harold Stahl

**Trustees not present were:** Jahrell Thompson (Student Alumni Representative)

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

**Awards, Recognitions and Special Reports:**

1. President Gabert gave the following report:
  - The Donor Scholarship Recognition dinner is scheduled for Wednesday, 5:30 p.m., October 11, 2017 at the Culinary Conference Center.
  - A celebration of the full transition of the CarePoint Schools of Nursing and Radiography to HCCC is scheduled for Thursday, October 12<sup>th</sup>, 10:00 a.m. in the Cundari Building.
2. Trustee Lee announced that he just finished his year as Chair of ACCT. He thanked President Gabert and Chairman Netchert for their encouragement and support.

The trustees approved the **minutes of the Regular Meeting** of September 12, 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 Furnishings for the 25 Pathside Building (Building B) was awarded to WB Wood of Basking Ridge, New Jersey, NJ State Contract#: 81711, at a cost not to exceed \$81,307.00.
2. The Award of an Online Student Engagement Platform for Career Development was awarded to Campus Labs at a cost not to exceed \$22,927.00.
3. The Affiliation Agreement between Joseph H. Hensinger School-PS 17 and HCCC in implementing the clinical education phase and practical experience with respect to Home Health; from December 1, 2017 and shall remain in effect for two years unless otherwise sooner terminated; was approved.
4. The Renewal of a Subscription Service for the Library for FY2018 was awarded to EBSCO Information Services at a cost not to exceed \$28,000.00.
5. The Affiliation Agreement between Robert Wood Johnson Barnabus Health Beth Israel and HCCC, the anticipated term is two years commencing October 1, 2017 and remaining in effect until August 31, 2019 was approved.
6. The Award for Construction Management Services Extension from November 1, 2017 to December 31, 2017 was awarded to MAST Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$35,000.00.
7. The Award for DocuCare Institutional Access Codes for Electronic Medical Record Platform was awarded to Lippincott Williams & Wilkins, the anticipated term is one year, at a cost not to exceed \$18,583.23.
8. The Purchase of New Dell Desktop Computers for STEM Building was awarded to Dell (NJ State Contract#: 89967), at a cost not to exceed \$22,635.33.
9. The Purchase of New Dell Laptops for STEM Building was awarded to Dell (NJ State Contract#: 89967), at a cost not to exceed \$20,298.74.
10. The Renewal of a Subscription Service for the Library was awarded to Virtual Academic Library Environment of New Jersey (VALE) consortium.NJEdge.com, at a cost not to exceed \$65,127.99.
11. The Award to Install Replacement Security Camera Equipment for the Library Building was awarded to Johnston Communications Voice and Data of Kearny, New Jersey, at a cost not to exceed \$31,337.90.

12. The Increase Rate Offered to Employees Waiving Insurance Coverage was approved at a cost not to exceed an additional \$500.00 per level of coverage.

<b>Level of Coverage</b>	<b>2017 Rates</b>	<b>Recommended 2018 Rates</b>
Single	\$1,800	\$2,300
Parent & Child or Parent & Children	\$2,500	\$3,000
Member /Spouse / Civil Union Partner /Domestic Partner	\$2,500	\$3,000
Family	\$4,500	\$5,000

13. The Award to Ratify Security Consultant Services was awarded to Edwin Moss to assist in the development of a Clery Act compliant Annual Security Report for a fee not to exceed \$1,000.00.

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

1. The Resignation of an Instructional Designer & Technologist was accepted.
2. Staff were appointed to the following Temporary Full-time Faculty Assignments: Instructor, Chemistry; Instructor, Culinary; Instructor, English.
3. Appointment of Additional New & Continuing Part-time Hires: July 1, 2017 – December 31, 2017.
4. Appointment of Additional New Hire Adjuncts Fall 2017.
5. Modification to Staffing Authorization Table was approved.

FROM: Dean of Non-Traditional Programs

TO: Dean of Continuing Education and Workforce Development

6. A 2% Salary Adjustment for Confidential Employees was approved.

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

1. The Retirement of a Vice President for Planning and Development/Assistant to the President was accepted.

President Gabert thanked Joseph Sansone for his friendship and for the exceptional job he did as Vice President for Planning and Development/Assistant to the President during his tenure. Chairman Netchert praised Sansone for his exhausting contribution to the College.

Sansone thanked President Gabert, the Board and the College Community, and said he appreciated all the support he received during his 16 years at the College.

2. Staff was appointed to the following position: Vice President for Planning and Development/Assistant to the President Designate - December 1, 2017; Vice President for Planning and Development/Assistant to the President - March 1, 2018.
3. Modification to Staffing Authorization Table was approved.

FROM:	Events Planner	<u>Effective</u> <u>Date</u> October 11, 2017
TO:	Assistant to the Vice President for Planning and Development	

4. A Salary Adjustment based on Job Reclassification for Assistant to the Vice President for Planning and Development was approved.
5. The Award for Retention of the Association of Community College Trustees (ACCT) for Employee Candidate Search Services was approved at a cost not to exceed \$60,000.00 for the fiscal year ending June 30, 2018.

The **meeting was adjourned** at 5:15 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.