

**Summary of Proceedings at the Meeting of the
Board of Trustees
October 18, 2011
5:00 p.m.
North Hudson Higher Education Center
Union City, New Jersey**

Trustees present were: Karen A. Fahrenholz; James Fife; Dr. Glen Gabert (ex officio); Roberta Kenny; Bakari Gerald Lee (Secretary/Treasurer) Aja Moore (Student Alumni Representative); William Netchert (Chairman); Adrienne Sires, (Vice Chair); Katia Stack and Alfred Zampella.

Trustees not present were: Joanne Kosakowski

Call to order: The meeting was called to order by Chairman Netchert at 5:00 p.m.

Comments from the Public:

Ismael Randazzo, ESL Instructor, commended the President and the Board of Trustees on the success of the Grand Opening of the North Hudson Higher Education Center. He commented on the positive feedback from students concerning the new facility. He also presented a token in honor of the new facility.

Awards, Recognitions and Special Reports:

- Trustee Bakari Lee was recognized for his appointment as the Northeast Regional Chair to the Board of the Association of Community College Trustees. He gave a brief overview regarding his attendance at the ACCT Annual Leadership Congress. He also mentioned that the New Jersey Council of County Colleges Trustees' Retreat was scheduled for October 27th at Middlesex County College.
- Trustee James Fife spoke about the first annual West Hudson Scholarship Fundraiser, Thursday, October 20th at the Culinary Arts Conference Center.

(continued...)

The trustees **approved the minutes** of their meeting of September 13, 2011.

The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration:

- The award of a background investigation vendor for the Human Resources Department was made to Hire Right of Irvine, California in an amount not to exceed \$25,000.00.
- The award of a food cleaning supplies and small implements vendor for Culinary Arts was made to Sysco Food Service of Jersey City, New Jersey in the amount of \$67,000.00.
- The award for alterations to the mezzanine level at 81 Sip Avenue was made to Molba Construction of Little Ferry, New Jersey in the amount of \$515,981.00.
- The award for copier machines was made to Penquin Imaging of West Windsor, New Jersey in the amount of \$707,095.00.
- The Minutes of the August 16, 2011 Meeting of the Board of Trustees were confirmed to reflect the approval to purchase furniture to be funded by Chapter 12 in the amount of \$744,870.00.
- The award to purchase a three-year software lease for ESL laboratories was made to ReLANpro/ASC Direct Inc. of Marshfield, Missouri in the amount of \$22,250.00
- The award for LEED certified commissioning services for the new library at 65-79 Sip was made to Wick Fisher White of Philadelphia, Pennsylvania in the amount of \$47,000.00.
- The report of the Facilities Ad Hoc Committee for its meeting of July 14, 2011 was accepted for inclusion in the record.

The following actions were taken concerning **personnel recommendations** brought forward by the Administration:

- The retirement of an Assistant Professor of Business was accepted.
- The resignations of a Counselor and a Director of Academic Foundations were accepted.

(continued...)

- Staff were appointed to the following full-time job titles: Financial Aid Assistant; Lab Technician; Accounts Receivable Clerk; Academic Lab Coordinator; and Counselor.
- A temporary Instructor of Mathematics assignment was approved.
- Persons were approved for inclusion on the list of those authorized for part-time employment.
- The Exemption Report New Jersey First Act and authorization for future amendments by the President was approved for submission to the State.

Under **new business**, Chairman Netchert reported that he, Trustees Bakari Lee, and Katia Stack attended a recent Freeholders' meeting to come to a resolution with respect to the Living Wage Ordinance requirement. At that meeting, Frank Mercado and John Sommer were directed to put a cost analysis together.

The **meeting was adjourned** at 5:35 p.m.

The minutes of the Board of Trustees, upon approval, are available in the College Library, the President's Office and on the College website.