

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



**Summary of Proceedings at the  
Regular Meeting of the Board of Trustees  
January 17, 2017  
5:00 p.m.  
Mary T. Norton Room  
70 Sip Avenue, Jersey City, New Jersey**

**Trustees present were:** Kevin Callahan; Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee, (Vice Chair); William Netchert (Chairman); Harold Stahl; Jahrell Thompson, Student Alumni Representative; Monica Tone.

**Trustees not present were:** Karen A. Fahrenholz (Secretary/Treasurer); Jeanette Peña; Adrienne Sires.

Chairman Netchert welcomed Scarinci & Hollenbeck attorney John Geppert. He replaces Sheri Seigelbaum who recently retired.

**Awards, Recognitions and Special Reports:**

1. President Gabert gave an update on enrollment. Spring 2017 enrollments are trending down 8-10% in credit hours and 8% in headcounts.
2. Dr. Eric Friedman, Senior Vice President, Academic Affairs, gave a presentation on new programs for Spring/Fall 2017 created by the Inter-Divisional New Programs Task Force (Attached).
3. Trustee Lee announced that the Association of Community College Trustees (ACCT) National Legislative Summit will be held in Washington from February 13<sup>th</sup> – 16<sup>th</sup>.
4. Trustee Lee also referenced the plans for the ACCT to hold a retreat for its board of directors in Jersey City from July 13<sup>th</sup> – 16<sup>th</sup>, which will include activities on the Journal Square campus.



The trustees approved the **minutes of the Regular and Reorganization Meetings** of November 22, 2016.

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 for Construction Management Services Extension was awarded to MAST Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$193,750.00.
2. The Resolution Approving Change Orders for RSC Architects for Additional Services for STEM Project increasing the contract in an amount not to exceed \$69,625.00 was approved.
3. The Affiliation Agreement between University Hospital and HCCC – Nursing Program for the anticipated term December 1, 2016 to May 31, 2018 was approved.
4. The Award of Temporary Grant Writing and Editing Services was awarded to WSW as the vendor to provide these services as described herein at a cost not to exceed \$15,000.00.
5. The Award of Media Services for Billboard Advertisements was awarded to Outfront Media, Inc. of Fairfield, New Jersey, at a total cost not to exceed \$112,140.00.
6. The Articulation Agreement between HCCC and Fairleigh Dickinson University was approved.
7. The Reverse Transfer Articulation Agreement between HCCC and Saint Peter's University was approved.
8. The Insurance Rate Level Agreement with Philadelphia Insurance Company was approved.
9. The Award of Contract for Elevator Maintenance Services was awarded to Thyssenkrupp Elevator Corporation of Cranford, New Jersey, at a total cost not to exceed \$63,960.00 per year.
10. The Award of General Counsel Legal Services for 2016-2017 was awarded to Scarinci & Hollenbeck of Lyndhurst, New Jersey.
11. The Authorization for the College to Enter into an Inter-local Services Agreement with the County of Hudson and the Hudson County Improvement Authority on hiring Brian O'Reilly to Share Services Related to Certain Capital Development Projects for 2017 was approved.



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 Patricia Murphy, Secretary, Nursing and Allied Health.
2. The retirement of a Professor, Biology was accepted.
3. The resignation of a Coordinator, Evening/ Weekend Off-site Programs, Non-Traditional Programs was accepted.
4. Staff were appointment to the following full-time positons: Admissions Recruiter; Admissions Advisor; TAACCCT Job Developer, Center for Business & Industry, Non-Traditional Programs.
5. Staff were appointed to the following temporary full-time assignment: Coordinator, Evening/Weekend & Off-Site Programs, Non-Traditional Programs.
6. Staff were appointed to the following temporary full-time faculty assignments: Instructor, Criminal Justice; Instructor, English (4); Instructor, Romance Languages; Instructor, Business; Instructor, Chemistry; Instructor, History; Instructor, English as a Second Language (2); Instructor, Physics; Instructor, Academic Foundations (2).
7. Appointment of Additional New & Continuing Part-Time Hires: January 18, 2017 – June 30, 2017.
8. Appointment of Additional New Hire Adjuncts Spring 2017.

The following actions were taken regarding **academic affairs**:

1. The Proposed Two New Academic Degree Programs: 1) Associate in Applied Science (AAS) in Construction Management; 2) Associate in Arts (AA) in Media & Communications (anticipated implementation, Fall 2017) were approved .

The **meeting was adjourned** at 5:48 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.*