

**Summary of Proceedings at the Meeting of the
Board of Trustees
February 21, 2012
5:00 p.m.
Mary T. Norton Room, 70 Sip Avenue
Jersey City, New Jersey**

Trustees present were: James Fife; Dr. Glen Gabert (ex officio); Joanne Kosakowski; Bakari Gerald Lee, (Vice Chair); William Netchert (Chairman); Adrienne Sires; and Alfred Zampella.

Trustees not present were: Karen A. Fahrenholz; Roberta Kenny; and Katia Stack.

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

Comments from the Public: There were no comments.

Awards, Recognitions and Special Reports:

- Trustee Bakari Lee reported on his participation at the ACCT National Legislative Summit, February 13-16 in Washington, DC, which was also attended by trustees James Fife and Alfred Zampella. Dr. Gabert also attended.
- Dr. Paula Pando, Vice President, North Hudson Higher Education Center and Student Affairs, gave an update on spring enrollment, which is 7% for headcount and also credit hours.

The trustees **approved the minutes** of the Regular Meeting of January 17, 2012.

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

- The award of audio visual systems for the Culinary Conference Center was made to Office Solutions Inc. of Warren, New Jersey, in the amount of \$88,118.00.

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- The award to purchase instructional technology for the Fine Arts Lab was made to Apple Inc. of Austin, Texas, in the amount of \$59,515.00.
- The resolution to include additional services to the Blackboard Learning Management System Contract at a cost not to exceed \$21,000.00 was approved.
- The award of a seafood vendor for the Culinary Arts Program was made to Blue Ribbon Fish Co. Inc. of Bronx, New York, at a cost not to exceed \$50,000.00.
- The award of a roofing contractor was made to J&T Construction LLC., of Clinton, New Jersey, at a cost not to exceed \$30,000.
- The award for the purchase and installation of a HVAC Air Conditioning Unit for the Library at 25 Pathside was made to F&G Mechanical Co. of Secaucus, New Jersey, at a cost not to exceed \$22,900.00.
- The report of the Facilities Ad Hoc Committee for its meeting of October 27, 2011 was accepted for inclusion in the record.

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

- The resignations of a Coordinator for Business & Industry, Counselor, Admissions Recruiter, Data Communications Network Manager, and Director, Library/Learning Resources Center were accepted.
- Staff were appointed to the following full-time job titles: Administrative Assistant, Enrollment Services, Senior Lab Assistant, Coordinator, Center for Business & Industry, Counselor, and Assistant Director, Student Financial Assistance (NHC).
- Individuals were approved for temporary assignments.
- Persons were approved for inclusion on the list of those authorized for part-time employment.

Meeting Adjourned:

The meeting was adjourned at 5:20 p.m.