

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



**Summary of Proceedings at the  
Reorganization Meeting and Regular Meeting of the  
Board of Trustees  
November 24, 2015  
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); Harold Stahl

**Trustees not present were:** Jeanette Peña; Adrienne Sires

**Annual reorganization meeting call to order:** The annual reorganization meeting was called to order by Chairman Netchert at 5:00 p.m.

**Swear in New Trustee:** County School Superintendent Monica Tone was sworn in as a trustee.

**Alumni/Student Representative:** Ingrid Rose Cooper was sworn in as Student Alumni Representative.

The following **trustees were then elected as board officers** for the term extending through November, 2016: William Netchert, Chairman; Bakari Gerald Lee, Vice Chair; and Karen Fahrenholz, Secretary/Treasurer.

Chairman Netchert thanked trustees for their support. He added that the trustees have many accomplishments in which they take pride.

**The board then approved its regular meeting schedule through November, 2016.** Meetings were set for January 19, February 16, March 8, April 19, May 10, June 14, August 9, September 13, October 18, and November 22.

**The board then designated** Scarinci and Hollenbeck of Lyndhurst, New Jersey, as general counsel.



John Curley, LLC of Jersey City, New Jersey, was designated as real estate counsel.

**Chairman Netchert announced the appointments to the following trustees committees.**

**MEMBERS OF STANDING COMMITTEES AND AD HOC COMMITTEES OF THE BOARD OF TRUSTEES FOR 2016**

<p><b>STANDING COMMITTEES:</b></p> <p><b>EXECUTIVE COMMITTEE</b> William Netchert (Chair) Bakari Lee (Vice Chair) Karen Fahrenholz (Secretary &amp; Treasurer)</p> <p><b>ACADEMIC &amp; STUDENT AFFAIRS COMMITTEE</b> Karen Fahrenholz (Chair) Ingrid Rose Cooper Roberta Kenny Jeannette Peña Adrienne Sires</p> <p><b>CAPITAL PROJECT ADVISORY COMMITTEE</b> William J. Netchert (co-Chair) Adrienne Sires (co-Chair) Bakari Lee Harold Stahl</p> <p><b>FINANCE COMMITTEE</b> Bakari Lee, (Chair) Kevin Callahan</p>	<p><b>PERSONNEL</b> Joanne Kosakowski (Chair) Kevin Callahan Karen Fahrenholz Harold Stahl</p> <p><b>COLLEGE COMMENCEMENT COMMITTEE</b> Bakari Lee, Trustee Liaison to College Committee Ingrid Rose Cooper</p> <p><b>FOUNDATION LIAISON</b> Karen Fahrenholz</p> <p>AD HOC Committees will be formed as needed.</p>
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Trustee Tone will inform the Chair of her preferred committee assignment.

The reorganization meeting was then adjourned and the trustees immediately reconvened to conduct its **regular monthly business meeting**.

**Comments from the Public:**

1. Cathie Seidman, Associate Professor, Criminal Justice, and President, Professional Association, spoke about the negotiations and concerns regarding money to be allotted



to faculty who have been at College for quite a while. She also shared a concern about tuition reimbursement.

2. Mojdeh Tabatabaie, Professor, STEM, commented on her concern and confusion regarding the process of appointing a Dean of Instruction. She added that she appreciates all that Dr. Gabert has done for the College in the last 20 years and that HCCC is becoming an institution of first choice.
3. Dr. Ferdinand Orock, Associate Professor, STEM, and Treasurer, Professional Association, expressed his concerns about negotiations and the low-paying salaries of long-term faculty.
4. Dr. Gabert stated that he appreciated the cooperative spirit that Cathie Seidman has brought to labor relations.
5. Chairman Netchert welcomed Dr. Lloyd Kahn back to the College. Dr. Kahn thanked everyone for their support and encouragement. He stated that he was proud of the College's achievements.
6. Dr. Gabert informed Trustees about some events scheduled in December.

### ***Awards, Recognitions and Special Reports***

Dr. Jerry Trombella, Dean, Office of Planning and Institutional Research, gave an update on "Developing a Five-Year Strategic Plan." (Attached)

The trustees approved the **minutes of the regular Meeting** of October 13, 2015.

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

- The award of Architectural Services for Roof Replacement at 162-168 Sip Avenue, 870 Bergen Avenue and 81 Sip Avenue was awarded to Di Cara|Rubino Architects of Wayne, New Jersey, is the proposed vendor to provide these services, at a total cost not to exceed \$86,000.00
- The award of Professional Services for Design Development, Construction Documents, Bidding and Contract Administration for 162 Sip Avenue 2<sup>nd</sup> floor



Renovations for FY 16 awarded to Di Cara|Rubino Architects of Wayne, New Jersey, at a total cost not to exceed \$86,000.00.

- The award of Professional Project Management Services for FY 16 was awarded to Mast Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$403,527.00.
- The award for a Construction Manager for College STEM Building was awarded to Mast Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$693,750.00.
- The award of Vendor for Stem building - Phase 2, at 257-263 Academy Street was awarded to Brockwell & Carrington Contractors, Inc. of Towaco, New Jersey, at a cost not to exceed \$20,325,000.
- The award to lease a Pitney Bowes Relay 6000 Postage Machine was awarded to Pitney Bowes Global Financial Services, at a cost not to exceed \$39,496.00 a year.
- The Trustees' Sponsorship for the Annual College Foundation Gala 2015 for \$26,000.00 was approved
- The award to renew the Integrated Library System (ILS) Vendor for Library FY 16 was awarded to SirsiDynix Corporation of Lehi, Utah, at a total cost not to exceed \$26,682.00.
- The award of a Database Vendor for Library FY 16 was awarded to Virtual Academic Library Environment of New Jersey (VALE) consortium (NJEdge.net) at a total cost not to exceed \$62,340.00.
- The Amendment to the Tuition and Fee Refund Schedule of Hudson County Community College was approved.

#### Tuition & Fee Refund Policy

*The amount of your refund depends upon your withdrawal date. The withdrawal date is determined by the date your withdrawal is processed through the College's online enrollment system or by the date your withdrawal form is approved and processed in the Enrollment Services office.*

*With the system start date of the semester as Day 1:*

- *100% Refund of Tuition and Fees during Day 1 – Day 14*
- *50% Refund of Tuition and Fees during Day 15 – Day 28 (excluding Registration Fee and Deferred Payment Fee)*
- *0% Refund of Tuition and Fees from Day 29 to the end of the semester*



*\*The actual dates are published in the Course Catalog, on the Bursars' portal page, and at the Bursars' office.*

- *The Proposal for a New Lab Fee for Emergency Medical Technician (EMT) Certificate of Achievement was approved for Spring 2016 in addition to course credits charge in the amount of \$593.50.00.*
- *The Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department for FY 16 was awarded to E 4 Health, Inc., of Texas, at a total cost not to exceed \$6,696.00.*
- *The Amendment to the September 15, 2015 Resolution #5 for Crown Sheet Metal, Co. for an additional amount of \$13,800, which brings the amended resolution total to \$45,050.00 was approved.*
- *The Resolution to Amend the September 15, 2015 Resolution #6 for Johnston Communications of Kearny, New Jersey, at a total cost not to exceed \$17,446.00 was approved.*

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

1. The retirement of a Payroll Manager was accepted.
2. The resignations of EOF Counselor and PC Technician were accepted.
3. The termination of a Vice President for Administrative Services was approved.
4. Staff were appointed to the following full-time job titles: Dean of Instruction/Science; Controller; Director of Practical Nursing Program; Custodial Manager; Director of Cultural Affairs; Assistant Director, Center for Business Industry; Administrative Assistant; Communications Assistant; Accounts Receivable Clerk; Student Financial Assistant.
5. Staff were appointed to the following temporary full-time assignments: TAACCCT Grant Coordinator; Instructional Designer & Technologist; Career & Transfer Counselor; Admissions Recruiter.
6. Modifications of the Staffing Table for FY 15/16 were accepted.
7. Appointment of New Part-time Hires FY 15 - Effective November 25, 2015 - June 30, 2016



The following actions were taken concerning **academic and student affairs**:

1. Resolution to “Authorize Hudson County Community College to Negotiate and Create an Agreement with The Hudson County Schools of Technology to Allow Their Students to Earn a full Associates Degree via The Leap Program” was accepted.

The following actions were taken concerning **new business**:

1. Resolution to Authorize Negotiation and Execution of Shared Services Agreement with Hudson County and Jersey City for Workforce Investment Board Director Services was accepted.

The **meeting was adjourned** at 5:35 pm.

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.