

**HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ
5:00 P.M.**

**Regular Meeting--Board of Trustees
January 28, 2014**

AGENDA

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan
Karen A. Fahrenholz, Secretary/Treasurer
James Fife
Glen Gabert - President
Ramsey Olivencia, Student Alumni Representative
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Alfred Zampella
- III. COMMENTS FROM THE PUBLIC** Mr. Netchert
- IV. CLOSED SESSION** (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)
- V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**
- VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS** Dr. Gabert
1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts
- VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS** Dr. Gabert
- VIII. PERSONNEL RECOMMENDATIONS** Dr. Gabert
- IX. ACADEMIC AND STUDENTS AFFAIRS** Dr. Gabert
- X. NEW BUSINESS** Mr. Netchert
- XI. ADJOURNMENT** Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Ramsey Olivencia, Student Alumni Representative, ex officio	<u>ABSENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Jeanette Peña	<u>ABSENT</u>
Adrienne Sires	<u>ABSENT</u>
Alfred Zampella	<u>ABSENT</u>

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

III. COMMENTS FROM THE PUBLIC

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
*January 28, 2014***

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Angel Ayala, President, Student Government Association Update.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Reorganization Meeting and the Regular Meeting of December 3, 2013 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Reorganization Meeting and the Regular Meeting of December 3, 2103.

2. GIFTS, GRANTS, AND CONTRACTS REPORT - None

RESOLUTION: Now, therefore, be it resolved that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations #1 and #2.

INTRODUCED BY: James Fife

SECONDED BY: Bakari Lee

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley
Signature of Recorder

1-28-14
Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
Jersey City, NJ**

**December 3, 2013
Reorganization Meeting**

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Ramsey Olivencia, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Adrienne Sires, and Alfred Zampella

Counsel to the Board: Sheri Seigelbaum, Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present were: Augustus Brooks, Adonis Brooks, Vanessa Brooks, Lillian Dent, Jennifer Dudley, Sal Figueras, Elaine Foster, Eric Friedman, Shannon Gallagher, Dorothea Graham King, Lloyd Kahn, Pam Littles, Kitty Mazzaella, Frank Mercado, Randi Miller, Jennifer Oakley, Ferdinand Orock, Paula Pando, Janay Pickens, Ismael Randazzo, Michael Reimer, Alben T. Rogers, Joseph Sansone, Cathy Seidman, Catherine Sirangelo, Ro Vaccarella, Carol VanHouten, Chris Wahl, and Marcella Williams.

I. CALL TO ORDER - FLAG SALUTE 5:00 PM

Ia. New Trustee Kevin Callahan and Newly elected Student Alumni Representative, Ramsey Olivencia were sworn in.

Chairman Netchert thanked Shannon Gallagher, former Student Alumni Representative, for her service on the Board of Trustees. Vice Chair Lee added that she was an excellent asset to the Board. Ms. Gallagher thanked the trustees for their support during her term and said it had been an honor to serve.

II. ROLL CALL AND RECOGNITION OF VISITORS

The reorganization meeting was called to order by William Netchert at 5:00 p.m. and roll called by Jennifer Oakley.

III. CLOSED SESSION – None

IV. ELECTION OF OFFICERS - CHAIRMAN, VICE CHAIRMAN, SECRETARY & TREASURER

NOMINATED &
INTRODUCED BY: James Fife
SECONDED BY: Adrienne Sires

**Chair - William Netchert
Vice Chair - Bakari Lee
Secretary & Treasurer - Karen Fahrenholz**

Introduced by: James Fife
Seconded by: Adrienne Sires
10 Ayes.....0 Nays

Resolution Adopted

V. ANNUAL SCHEDULE OF MEETINGS OF THE HUDSON COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES

LOCATION

December	- No Meeting
January 21, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
February 18, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
March 11, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
April 15, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
May 13, 2014	- Culinary Conference Center, 161 Newkirk Street, Jersey City, NJ
June 10, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
July	- No meeting
August 12, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
September 9, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ
October 14, 2014	-North Hudson Center, 4800 Kennedy Boulevard, Union City, NJ
November 25, 2014	- Mary T. Norton Room, 4 th Floor, 70 Sip Avenue, Jersey City, NJ (The Reorganization Meeting and the Regular Monthly Meeting will be held on this date.)

Board Meetings begin at 5:00 p.m. and are held at the location listed above.

Introduced by: James Fife

Seconded by: Bakari Lee

10 Ayes.....0 Nays

Resolution Adopted

VI. APPOINTMENT OF COMMITTEES - Chairman Netchert named the following members of standing committees of the Board of Trustees for 2014.

STANDING COMMITTEES:

EXECUTIVE COMMITTEE

William Netchert (Chair)

Bakari Lee (Vice Chair)

Karen Fahrenholz (Secretary & Treasurer)

ACADEMIC & STUDENT AFFAIRS COMMITTEE

Karen Fahrenholz (Chair)

Ramsey Olivencia, Student Alumni Representative

Roberta Kenny

Jeannette Peña

Adrienne Sires

FACILITIES COMMITTEE

William J. Netchert (co-Chair)

Adrienne Sires (co-Chair)

James Fife

Alfred Zampella

FINANCE COMMITTEE

Bakari Lee, (Chair)

Kevin Callahan

Alfred Zampella

PERSONNEL

James Fife (Chair)

Karen Fahrenholz

Joanne Kosakowski

COLLEGE COMMENCEMENT COMMITTEE

Bakari Lee, Trustee Liaison to College Committee

Katia Stack, Trustee Liaison to College Committee

Ramsey Olivencia, Student Alumni Representative

FOUNDATION LIAISON

Karen Fahrenholz

AD HOC Committees will be formed as needed.

VII. ADJOURNMENT 5:15 P.M. and the Regular Meeting of the Board of Trustees convened.

Introduced by: Bakari Lee

Seconded by: Karen Fahrenholz

10 Ayes.....0 Nays

Resolution Adopted

HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
Mary T. Norton Room
Jersey City, NJ

REGULAR MEETING --- BOARD OF TRUSTEES
December 3, 2013

MINUTES

PRESENT: Kevin Callahan, Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Ramsey Olivencia, Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Jeanette Peña, Adrienne Sires, and Alfred Zampella

Counsel to the Board: Sheri Seigelbaum, Esq. for Scarinci & Hollenbeck

HCCC Staff and Visitors present were: Augustus Brooks, Adonis Brooks, Vanessa Brooks, Lillian Dent, Jennifer Dudley, Sal Figueras, Elaine Foster, Eric Friedman, Shannon Gallagher, Dorothea Graham King, Lloyd Kahn, Pam Littles, Kitty Mazzarella, Frank Mercado, Randi Miller, Jennifer Oakley, Ferdinand Oroock, Paula Pando, Janay Pickens, Ismael Randazzo, Michael Reimer, Alben T. Rogers, Joseph Sansone, Cathy Seidman, Catherine Sirangelo, Ro Vaccarella, Carol VanHouten, Chris Wahl, and Marcella Williams.

I. CALL TO ORDER - FLAG SALUTE 5:20 PM

II. ROLL CALL AND RECOGNITION OF VISITORS

The regular meeting was called to order by William Netchert at 5:15 p.m. and roll called by Jennifer Oakley.

III. COMMENTS FROM THE PUBLIC --

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association referenced a news article he saw on the internet and in The Chronicle regarding Math, Science & Engineering which he considered disturbing. He indicated that HCCC would not be able to compete in the international market without allowing faculty to come up with innovative ways for teaching. Dr. Kahn also stated he hoped the faculty union contract would be projected within the next three years.

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

- President Gabert and Eric Friedman spoke about the College community being diminished by the deaths of two former employees who made significant contributions over the years: David Rosenthal, Professor Physics who worked at HCCC from 1985 to 2012 and Georgia Brooks, Academic Lab Manager, who worked at HCCC from 1986 to 2011.

Dr. Gabert spoke about the following upcoming events:

- Foundation Gala, December 5th, 6pm, at Culinary Conference Center
- Appreciation dinner for Foundation members and donors, December 11th, 6pm.
- Staff Holiday Reception, December 12th, 12-3 pm, at Culinary Conference Center.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular meeting of October 15, 2013.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Bridges to the baccalaureate
AGENCY: National Science Foundation
PURPOSE
OF GRANT: The College has submitted a proposal to the NSF as part of
consortium to promote research activities for STEM students in
an effort to better prepare them for STEM studies after transfer
to a four year college or university.

COLLEGE ADMINISTRATOR: Ryan Martin
COLLEGE CONTRIBUTION: 0
REQUESTED AWARD AMOUNT: \$ 249,000

Introduced by: Bakari Lee
Seconded by: Karen Fahrenholz
10 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Electrical Service Contractor FY 14 & FY 15;
2. Amendment to the Resolution for Purchase of Emergency & Repair Parts for FY 14 & FY 15;
3. Purchase College-Wide Imaging Solution Hosted Services;
4. Purchase of Trash Removal Services (three years);
5. Resolution Authorizing Adjustments to the Benefit Plan Adopted by the College Pursuant to Section 125 of the IRS Code; and
6. Printing and Distribution of Community Education Catalog.

Introduced by: Bakari Lee
Seconded by: James Fife
10 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Seth Henrie	PC Technician	11/1/2013
Dianne Mohammed	Assistant Registrar	11/29/2013
Stephanie Kuran	Career & Transfer Counselor	12/3/2013

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Collen Dallavalle	Director of Student Activities	12/4/2013	\$55,000 (pro-rated)
Diana Perez	Academic Lab Coordinator	12/4/2013	\$38,000 (pro-rated)

3. MODIFICATION OF STAFFING TABLE FISCAL YEAR 2014 EFFECTIVE DECEMBER 3, 2013.

PROMOTION:

<u>NAME</u>	<u>TITLE</u>	<u>SALARY ADJUSTMENT</u>
Michael Reimer	FROM: Associate Dean, Student Services TO: Dean, Student Services	FROM: \$74,434 TO: \$90,000

DELETE TITLE:

Associate Dean, Student Services

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: DECEMBER 4 – JUNE 30, 2013.

Last Name	First Name	Department	Title	Position Id
Ellerbe	Janice	CBI	WorkFirst Instructor	PTINST-605003
Alicea	Peter	Culinary Arts	Dishwasher	CULDDW-101030
Singh	Soamwattie	Culinary Arts	Dishwasher	CULDDW-101030
Candelaria	Melania	Culinary Arts	Dishwasher	CULDDW-101030
Sison	Epifanio	Culinary Arts	Dishwasher	CULDDW-101030
Bosch	Ilgnier	ITS	PT PC Technician	PTTECH-253025
Patel	Vibhuti	ITS	Instructional Lab Assistant	ISTLAB-253025
Penaranda	Silvia	ITS	Instructional Lab Assistant	ISTLAB-253025
Garvey	Maureen	Library	PT Librarian	PTLRN-150510

5. Salary Adjustments for Employees Holding Regular Full-time Confidential Positions Effective July 1, 2013.

Introduced by: James Fife
Seconded by: Adrienne Sires
10 Ayes.....0 Nays Resolution Adopted

6. Re-Adoption of Staffing Table For Fiscal Year 2014 Effective June 12, 2013.

Introduced by: James Fife
Seconded by: Karen Fahrenholz
10 Ayes.....0 Nays Resolution Adopted

Dr. Gabert read the following Minutes of the Executive Session on June 11, 2013 concerning the staffing table that was approved:

"At the motion of Trustee Bakari, introduced by James Fife and seconded by Trustee Karen Fahrenholz, and approved by the trustees present, the Board suspended the order of the agenda and went into executive session to discuss personnel related issues at the end of the meeting 5:40 p.m.

Chairman Netchert opened the executive session. He noted that Trustee Lee had made the motion to go into closed, and asked him to begin the discussions.

Trustee Lee noted that the FY2014 staffing authorization table included some modifications of the FY2013 table and that, while he knew these had been studied and approved by the members of the Board Personnel and Board Finance Committee, he thought it might be useful to have an executive session to provide an opportunity to those trustees not on one of those committees to ask questions of the Administration about any personnel issues related to the recommendation. Dr. Gabert was then asked to review the recommendation.

Dr. Gabert reviewed the recommendations as set out on the personnel agenda before the Board.

Trustee Fife said that the recommendations were consistent with those discussed and approved by the Personnel Committee that he chaired and that he supported them.

Trustee Fahrenholz said that the recommendations had also been vetted and approved by her Academic and Student Affairs Committee and that she supported them.

Chairman Netchert asked if there were any questions or concerns by the other trustees, none being expressed, the Board voted to go back into public session at 5:55 p.m."

He then reviewed the nature of the staffing table, how it is developed and presented for review and adoption. He also highlighted some of the items on the FY2014 staffing table.

IX. ACADEMIC AND STUDENT AFFAIRS

1. HCCC will enter into an Alliance Memorandum of Understanding with the University of Phoenix.

Introduced by: Karen Fahrenholz

Seconded by: James Fife

10 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

1. Living Wage Policy

Introduced by: James Fife

Seconded by: Joanne Kosakowski

10 Ayes.....0 Nays

Resolution Adopted

2. Settlement of Marlin and Municipal Capital

Introduced by: Bakari Lee

Seconded by: Alfred Zampella

10 Ayes.....0 Nays

Resolution Adopted

XI. ADJOURNMENT 5:55 P.M.

Introduced by: William Netchert

Seconded by: Karen Fahrenholz

10 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. AWARD OF VENDOR FOR DVD TITLES FOR FY 14

WHEREAS, the College has a need for various DVD titles for the Health, Science and Tech Department; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, Insight Media of New York, New York is the proposed vendor to provide the DVDs at a cost not to exceed \$21,894.30; and

WHEREAS, Insight Media is the sole source supplier of these goods; and

WHEREAS, the Vice President of Academic Affairs recommends this purchase; and

WHEREAS, Insight Media has completed and submitted Business Entity Disclosure Certifications which certifies that, Insight Media has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Insight Media from making any reportable contributions through the term of the contract; and

WHEREAS, the cost of the these services will be funded from the Grants Department budget; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Insight Media of New York, New York as a pay-to- play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure.

2. AWARD OF SUBSCRIPTION SERVICE FOR THE LIBRARY FOR FY 14

WHEREAS, the College has a need to use a subscription service for the Library during the year; and

WHEREAS, this service is pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; and

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, EBSCO Information Services of Tenaflly, New Jersey is the proposed vendor to provide subscription services at a cost not to exceed \$30,466.95; and

WHEREAS, the Vice President of Academic Affairs recommends this purchase; and

WHEREAS, EBSCO Information Services has completed and submitted Business Entity Disclosure Certifications which certifies that EBSCO Information Services has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit EBSCO Information Service from making any reportable contributions though the term of the contract; and

WHEREAS, the cost of these services will be funded from the operating budget; and

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve EBSCO Subscription Services of Tenaflly, New Jersey as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure.

3. AWARD OF DATA BASE SOFTWARE FOR THE LIBRARY FY 14 & FY 15

REPORT/BACKGROUND:

The Library has identified the need for a discovery tool that searches across all the Library resources. As Library resources move into the online environment, this tool enables students to more easily locate the information they need; that tool is a Summon Data Base Aggregator. ProQuest of Chicago, Illinois, is the sole source vendor that provides the Data Base (note: this is the second year for this vendor; first year cost was \$16,499.00). The remaining balance for the next two fiscal years is \$36,087.00

The cost of these services will be funded from the operating budget.

The Vice President of Academic Affairs recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve ProQuest of Chicago, Illinois, to provide the Summon Data Base Aggregator for the next two (2) years, at a total cost not to exceed of \$36,087.00, to be funded from the Library budget.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Facilities Committee and the Finance Committee as outlined above in **Item VII. Fiscal, Administration, Lease and Capital Recommendations 1 - 3:** 1) Award of Vendor for DVD Titles for Y 14; 2) Award of Subscription Service for the Library for FY 14; and 3) Award of Data Base Software for the Library FY 14 & FY 15.

INTRODUCED BY: Bakari Lee

SECONDED BY: Joanne Kosakowski

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Lennifer Oakley
Signature of Recorder

1-28-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

VIII. PERSONNEL RECOMMENDATIONS

1. MODIFICATION OF STAFFING TABLE

REPORTS/BACKGROUND

Over the past several months the President, the members of the Executive Committee and the Chairman of the Trustee Personnel Committee have assessed the structure and organization of the President's Cabinet to determine how to make best use of the strengths of current staff but also how the senior leadership team might be structured to meet the long range goals of the College. It has been determined that one vice president title should be added to the staffing table, two vice president titles should be deleted, and four areas currently reporting directly to the President (Finance, Technology, Operations, and Human Resources) should be moved under the new vice president to form the Administrative Services Branch.

RECOMMENDATION:

The President, Executive and Personnel Committees recommend that the following modifications be made on the FY 2014 Staffing Table:

Added Title: Vice President for Administrative Services

Deleted Titles: Vice President for Finance
Vice President for College Operations

RESOLUTION:

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees approve the recommendation of the President and the Executive and Personnel Committees as outlined above effective immediately.

INTRODUCED BY: James Fife

SECONDED BY: Bakari Lee

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay
RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

1-28-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

VIII. PERSONNEL RECOMMENDATIONS

2. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ryan Lunenfeld	Instructional Designer	1/1/2014

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Resignation above as Personnel Recommendation Item No. 2.

3. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Vivian Lynn	Executive Director, Center for Online Learning	1/29/2014	\$75,000.00 (pro-rated)

Note: This is a replacement for Corey Vidgor.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Xiaojin Ye	Instructor, Academic Foundations Math	1/29/2014	\$40,000 (pro-rated)

Note: This is a replacement for Victor Mastro. This is an approved tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Hafsa Ali	Coordinator, Evening/Weekend Off-site Programs, Non-Traditional Programs	1/29/2014	\$38,000.00 (pro-rated)

Note: This is a replacement for Kathryn Winner.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Samuel Casimir	Admission Recruiter, Student Services	1/29/2014	\$32,000.00 (pro-rated)

Note: This is a replacement for Chenelle Smith.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Thomas A. Brodowski	Vice President for Administrative Services	1/29/2014	\$150,000.00 (pro-rated)

Note: This is a new position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 3.

4. TITLE CHANGES:

<u>NAME</u>	<u>TITLE CHANGES</u>
Frank Mercado	FROM: Vice President for College Operations TO: Executive Director College Operations
John Sommer	FROM: Vice President for Finance TO: Chief Finance Officer
Jeannie Pagano	FROM: Executive Administrative Assistant to the Vice President for Finance TO: Executive Administrative Assistant to the Vice President for Administrative Services

RECOMMENDATION:

The President and the Executive and Personnel Committees recommend the Board of Trustees approve the Title Changes above as Personnel Recommendation Item No. 4.

5. TEMPORARY FULL-TIME ASSIGNMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Vanessa Martinez	Assistant Registrar, Enrollment Services	1/29/2014	\$22,500.00 (pro-rated)

Note: This is a replacement for Dianne Mohammed. This is an approved temporary full-time position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Full-Time Assignment above as Personnel Recommendation Item No. 5.

6. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Marissa Lontoc	Instructor, Culinary Arts	1/23/2014 5/30/2014	\$20,000 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jerry Lamb	Instructor, Criminal Justice	1/23/2014 5/30/2014	\$20,000 (pro-rated)

Note: This is a replacement for John DeCicco. This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
April Davis	Instructor, Academic Foundations English	1/23/2014 5/30/2014	\$20,000 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ioanna Mavrea	Instructor, Academic Foundations Mathematics	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is a replacement for Jennifer Applebee. This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Christine Bryant	Instructor, Academic Foundations English	1/23/2014 5/30/2014	\$20,000 (pro-rated)

Note: This is a replacement for Lauren O' Gara. This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Patricia Barroero	Instructor, ESL	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is a replacement for Jill Dowling. This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Saliha Tahrouir-Yagoubi	Instructor, ESL	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sirhan Abdullah	Instructor, Health Services	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Antonio Acevevo	Instructor, History	1/23/2014 5/30/2014	\$20,000 (pro-rated)

Note: This is a replacement for Arika Easley. This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacob Rosen	Instructor, Chemistry/Science	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Paula Jones	Instructor, Academic Foundations English	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is a replacement for Shadneh Varasteh. This is an approved non- tenure track temporary faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rachi Bouayad	Instructor, Mathematics	01/23/2014 05/30/2014	\$20,000 (pro-rated)

Note: This is an approved non- tenure track temporary faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Full-Time Faculty Temporary Assignments above as Personnel Recommendation Item No. 6.

7. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: JANUARY 21 – JUNE 30, 2014.

Last Name	First Name	Department	Title	Position Id
Cappelluti	Elizabeth	CBI	CBI Instructor	PTINST-103005
Perales	Ailene	CBI	CBI Instructor	PTINST-103005
Hefelle	George	CBI	CBI Instructor	PTINST-103005
Claudio	Krystle	Non-Credit Programs	Office Assistant	OFFAST-102005
Danahy	Nancy	Non-Credit Programs	PT Instructor	PTINST-102005
Allen	Merridith	Non-Credit Programs	PT Instructor	PTINST-102005
Brady	Angelina	Non-Credit Programs	PT Instructor	PTINST-102005
Pichardo	Vladmir	Non-Credit Programs	PT Instructor	PTINST-102005
Waldron	David	Non-Credit Programs	PT Instructor	PTINST-102005
Williams	Debra	Non-Credit Programs	PT Instructor	PTINST-102005
Eriksson	Theresa	Non-Credit Programs	Culinary Instructor	CACEINS-102020

<i>Mitchell</i>	<i>Theodore</i>	<i>Maintenance</i>	<i>Facilities Worker</i>	<i>PTFWK-300510</i>
<i>Blake-Hudson</i>	<i>Carlene</i>	<i>Non-Credit Programs</i>	<i>PT Instructor</i>	<i>PTINST-102005</i>
<i>Cinclair</i>	<i>Jennifer</i>	<i>Non-Credit Programs</i>	<i>PT Instructor</i>	<i>CACEINS-102020</i>
<i>Ahsan</i>	<i>Mohammad</i>	<i>IT</i>	<i>Lab Assistant</i>	<i>ISTLAB-253025</i>
<i>Patel</i>	<i>Dhruvik</i>	<i>IT</i>	<i>Lab Assistant</i>	<i>ISTLAB-253025</i>
<i>Noriega</i>	<i>Julio</i>	<i>IT</i>	<i>Lab Assistant</i>	<i>ISTLAB-253025</i>
<i>Johnson</i>	<i>Katherine</i>	<i>IT</i>	<i>Lab Assistant</i>	<i>ISTLAB-253025</i>
<i>Ortega</i>	<i>Reina</i>	<i>IT</i>	<i>Lab Assistant</i>	<i>ISTLAB-253025</i>
<i>Cappelluti</i>	<i>Elizabeth</i>	<i>Student Services</i>	<i>Program Assistant</i>	<i>PRGAST-701000</i>

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-Time Assignments listed above as Personnel Recommendation Item No. 7.

8. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2014.

LAST NAME	FIRST NAME	DEPARTMENT
<i>Perez</i>	<i>Annette</i>	<i>Business, Culinary and Hospitality</i>
<i>Cabana</i>	<i>Ileana</i>	<i>ESL</i>
<i>Smiley</i>	<i>Armando</i>	<i>ESL</i>
<i>Guerschanik</i>	<i>Claudia</i>	<i>ESL</i>
<i>Doyle</i>	<i>Jane</i>	<i>ESL</i>
<i>Dogan</i>	<i>Ayhan</i>	<i>ESL</i>
<i>Campos</i>	<i>Stephanie</i>	<i>HSS</i>
<i>Corniel</i>	<i>Andrea</i>	<i>HSS</i>
<i>Lindsey</i>	<i>Walter</i>	<i>HSS</i>
<i>Reyna Carigga</i>	<i>Julio</i>	<i>HSS</i>
<i>Perez</i>	<i>MyChelle</i>	<i>HSS</i>

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Spring 2014 listed above as Personnel Recommendation Item No 8.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 2-8:** 2) Resignation, 3) Appointment of Staff, 4) Title Changes, 5) Temporary Full-Time Assignment, 6) Temporary Full-Time Faculty Assignments, 7) Appointment of Additional New & Continuing Part-Time Hires: January 21-June 30, 2014, and 8) Appointment of Additional New Hire Adjuncts Spring 2014.

INTRODUCED BY: James Fife

SECONDED BY: Bakari Lee

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay
RESOLUTION ADOPTED

Jennifer Callahan
Signature of Recorder

1-28-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

IX. ACADEMIC AND STUDENT AFFAIRS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

X. NEW BUSINESS

1. Resolution for the Extension of Construction Management Services – Library Project

REPORT/BACKGROUND:

There is a need to extend our construction management services contract with MAST Construction Services, Inc. to accommodate a revised project completion schedule. These services will cover the remaining months of construction and related closeout periods at a cost not to exceed \$283,156, inclusive of insurance costs. In addition, fees totaling \$6,255 are being requested for the payment of services related to claims support.

RECOMMENDATION:

The President, the Administration, and the Facilities Committee recommend that the Board of Trustees approve the amendment to the resolution for the extension of services for MAST Construction Services, Inc. of Little Falls, New Jersey for a total cost not to exceed \$289,411.00 to be funded from the operating budget.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration, and the Facilities Committee as outlined above in **X. New Business:**

1) Resolution for the Extension of Construction Management Services – Library Project.

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes.....0 Nay

*****RESOLUTION ADOPTED*****


Signature of Recorder

1-28-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

X. NEW BUSINESS

- 2. Approval of Settlement Agreement and the Payment of Funds in Connection Therewith Regarding Claims Filed by NCSC/UAW Senior Citizens Housing Company, Inc., t/a Plaza Apartments**

REPORT/BACKGROUND:

The College has a need to settle a claim set forth in a Tort Claim Notice and a lawsuit filed in the Superior Court of New Jersey, Law Division, Hudson County by NCSC/UAW Senior Citizens Housing Company, Inc., t/a Plaza Apartments ("Plaintiff") alleging trespass and destruction of property by the College's construction manager and/or contractor during the construction of the Hudson County Community College library located at 65-71 Sip Avenue, Jersey City, NJ.

A settlement agreement in the matter needs to be filed with the Superior Court. Under the settlement agreement, the College will pay to Plaintiff the sum of Eighty Two Thousand Five Hundred (\$82,500.00) Dollars and Plaintiff will release all claims against the College, its construction manager and contractor and the lawsuit will be dismissed.

RECOMMENDATION:

The President, the Administration, and the Facilities Committee of the Board of Trustees recommend that the Board of Trustees approve the aforesaid settlement agreement and the payment of Eighty Two Thousand Five Hundred (\$82,500.00) Dollars to NCSC/UAW Senior Citizens Housing Company, Inc., t/a Plaza Apartments, in accordance therewith. This agreement is pending legal counsel review.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendation of the President, the Administration, and the Facilities Committee as outlined above in **X. New Business: 2) Approval of Settlement Agreement and the Payment of Funds in Connection Therewith Regarding Claims Filed by NCSC/UAW Senior Citizens Housing Company, Inc., t/a Plaza Apartments.**

INTRODUCED BY: William Netchert

SECONDED BY: James Fife

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley
Signature of Recorder

1-28-14
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
January 28, 2014**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:30 P.M.

INTRODUCED BY: James Fife

SECONDED BY: Bakari Lee

DATE: January 28, 2014

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<u>ABSENT</u>
Fife, James	<u>AYE</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Peña, Jeanette	<u>ABSENT</u>
Sires, Adrienne	<u>ABSENT</u>
Zampella, Alfred	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****


Signature of Recorder

1-28-14
Date