

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
February 21, 2012

AGENDA

I. CALL TO ORDER - FLAG SALUTE *Mr. Netchert*

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Adrienne Sires
Katia Stack, Secretary/Treasurer
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
February 21, 2012**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus, ex-officio	<u>ABSENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>ABSENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Adrienne Sires	<u>PRESENT</u>
Katia Stack	<u>ABSENT</u>
Alfred Zampella	<u>PRESENT</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 Center, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

IV. CLOSED SESSION

NONE

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

V. 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.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of January 17, 2012 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 Regular Meeting of January 17, 2012.

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: Adrienne Sires

SECONDED BY: James Fife

DATE: February 21, 2012

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

6 Ayes..... 0 Nay
RESOLUTION ADOPTED

Jennifer Oakley
Signature of Recorder

2-21-12
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
January 17, 2012**

MINUTES

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

II. ROLL CALL AND RECOGNITION OF VISITORS

PRESENT: James Fife, Glen Gabert, (ex officio), Roberta Kenny, Bakari Lee, William Netchert, Adrienne Sires, Katia Stack and Alfred Zampella.

ABSENT: Joseph Cundari, Trustee Emeritus, (ex officio), Karen Fahrenholz, and Joanne Kosakowski.

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

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

HCCC staff and visitors present were: Idalia Chicas, Eric Friedman, Dorothea Graham-King, Sonia Medina, Randi Miller, Ismael Randazzo, Qamar Raza, Cory Vigdor, and Vincent Zicoello.

III. COMMENTS FROM THE PUBLIC - None

MOTION TO SUSPEND THE ORDER OF THE AGENDA

Introduced by: Katia Stack

Seconded by: Bakari Lee

7 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION

To discuss contractual and legal issues

Introduced by: Katia Stack

Seconded by: Bakari Lee

7 Ayes.....0 Nays

Resolution Adopted

MOTION TO RETURN TO OPEN SESSION – 5:50 p.m.

Introduced by: Bakari Lee

Seconded by: Adrienne Sires

7 Ayes.....0 Nays

Resolution Adopted

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Gabert made the following announcements:

College's In-Service is scheduled for Wednesday, January 18th at 9:30 a.m. at the Culinary Conference Center. Rebecca Cox, author of "College Fear Factor" is the guest speaker.

Classes will begin on Friday, January 20th and an enrollment increase is projected, possibly as much as 4%. 2,300 students were enrolled this fall at the North Hudson Higher Education Center.

The Hispanic Association of Colleges and Universities (HACU) Legislative Summit and Board Meeting will be held in March.

Trustee Bakari Lee invited the Board to attend the ACCT National Legislative Summit, February 13-16 in Washington, DC. New Jersey Council of County Colleges will sponsor a breakfast.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Reorganization Meeting and the Regular Meeting of November 22, 2011.
2. Gifts, Grants and Contract Reports - None

Introduced by: James Fife

Seconded by: Katia Stack

7 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Custodial Supplies Vendor for FY 12
2. Award of Custodial Paper Supplies Vendor for FY 12
3. General Counsel Services for 2012
4. Real Estate Counsel Services for 2012
5. Purchase of Epson Interactive Projector Systems
6. Purchase of Wireless Access for Three (3) College Building;
7. Award of a Vendor to Purchase Dairy Products for Culinary Arts Program

8. Award of a Vendor to Purchase Paint & Repair Supplies for Facilities Department
9. Establishment of a Retirement Plan to Administer the President's Contractual Retirement Contributions.

Introduced by: Katia Stack

Seconded by: Bakari Lee

7 Ayes.....0 Nays

Resolution Adopted

VIII.

PERSONNEL RECOMMENDATIONS

1. RETIREMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Robert Artificio	PC Technician	02/29/2012
Nicholas Micucci	Executive Director, Center for Business & Industry	07/01/2012

2. RESIGNATIONS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Melissa Sapio	Instructor, Psychology	01/03/2012
Jill Dowling	Instructor, ESL	01/03/2012
Joan Zelaya	Head Tutor-ESL	01/13/2012

3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Anthony Choo-Yick	Head Tutor, English & Humanities	01/18/2012	\$33,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sharon-Ruth Frederick	Counselor	01/18/2012	\$38,000 (pro-rated)
Stephanie Anne Kuran	Counselor, Career & Transfer	01/18/2012	\$38,000 (pro-rated)

4. TEMPORARY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ryan Nowlin	Instructor, English	01/20/2012 05/14/2012	\$18,000 (pro-rated)
Craig McLaughlin	Instructor, Psychology	01/20/2012 05/14/2012	\$18,000 (pro-rated)
Lisa Todd	Instructor, Academic Foundations	01/20/2012 05/14/2012	\$18,000 (pro-rated)
George Garneau	Instructor, Academic Foundations	01/20/2012 05/14/2012	\$18,000 (pro-rated)
Claudia Delgado	Instructor, Academic Foundation, Math	01/20/2012 05/14/2012	\$18,000 (pro-rated)
Aneta Braczyk-Carter	Instructor, ESL	01/20/2012 05/14/2012	\$18,000 (pro-rated)
Shannonnine Caruana	Instructor, ESL	01/20/2012 05/14/201	\$18,000 (pro-rated)
Liliana Ameline	Instructor, ESL	01/20/2012 05/14/201	\$18,000 (pro-rated)
Sharmilla Mukherjee	Instructor, History	1/20/2012 05/14/2012	\$18,000

5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: JANUARY 18 - - JUNE 30, 2012

Last Name	First Name	Department	Title
Ahmend	Sanam	ADJ Academic Support Services	Tutor
Alem	Sidali	ADJ Academic Support Services	Tutor
Amin	Zeel	ADJ Academic Support Services	Tutor
Andres	Christian	ADJ Academic Support Services	Tutor
Anthony	Sophia	ADJ Academic Support Services	Tutor
Benjamaa	Kacem	ADJ Academic Support Services	Tutor
Bhagwat	Meera	ADJ Academic Support Services	Tutor
Calderon-Rivero	Erika	ADJ Academic Support Services	Tutor
Casino	Khier	ADJ Academic Support Services	Tutor
Chowdury	Nasirul	ADJ Academic Support Services	Tutor
Costa	Jose	ADJ Academic Support Services	Tutor
DeShong	Daniel	ADJ Academic Support Services	Tutor

Dinis	Anthony	ADJ Academic Support Services	Tutor
El-Amin	Aaliyah	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Fleites	John	ADJ Academic Support Services	Tutor
gonsalves	Devika	ADJ Academic Support Services	Tutor
Gutierrez	Guzman	ADJ Academic Support Services	Tutor
Hajoglon	Debra	ADJ Academic Support Services	Tutor
Iseed	Ikram	ADJ Academic Support Services	Tutor
Kouassi	Axel	ADJ Academic Support Services	Tutor
Kyu	Chiu	ADJ Academic Support Services	Tutor
McWhite	Wesley	ADJ Academic Support Services	Tutor
Moore	Napoleon	ADJ Academic Support Services	Tutor
Mukiibi	Joseph	ADJ Academic Support Services	Tutor
Ouraga	Samira	ADJ Academic Support Services	Tutor
Pascale	Joseph	ADJ Academic Support Services	Tutor
Porter	Elliot	ADJ Academic Support Services	Tutor
Reyes	Andres	ADJ Academic Support Services	Tutor
Santiago	Angelica	ADJ Academic Support Services	Tutor
Singh	Dharminder	ADJ Academic Support Services	Tutor
Solanki	Vidyaben	ADJ Academic Support Services	Tutor
Tchagba	Virginie	ADJ Academic Support Services	Tutor
Valazola	Sandra	ADJ Academic Support Services	Tutor
Velli	Laura	ADJ Academic Support Services	Tutor
Villegas	Juan	ADJ Academic Support Services	Tutor
Wood	Darrell	ADJ Academic Support Services	Tutor
Rosenberg	Audrey	Disability Support Services	Sign Language Interpreter
Ahmed	Mobin	Information Technology	Lab Assistant
Blaco	Jorge	Information Technology	Lab Assistant
Cando	Johana	Information Technology	Lab Assistant
Coronel	Yesenia	Information Technology	Lab Assistant
Cruz	Carly	Information Technology	Lab Assistant
Disotell	Samantha	Information Technology	Lab Assistant
Gertrude	Davon	Information Technology	Lab Assistant
Hernandez	Maydelin	Information Technology	Lab Assistant
Lopez	Victor	Information Technology	Lab Assistant
Lozano	Alejandra	Information Technology	Lab Assistant
Mostafa	Salma	Information Technology	Lab Assistant
Ramos	Omar	Information Technology	Lab Assistant
Soto	Waleska	Information Technology	Lab Assistant
Vijande	Ashley	Information Technology	Lab Assistant
Coastelpietra	Janet	Library	Librarian

6. MODIFICATIONS OF STAFFING TABLE

<u>NAME</u>	<u>TITLE CHANGES</u>
Eric Friedman	FROM: Interim Vice President for Academic Affairs TO: Vice President for Academic Affairs

<u>NAME</u>	<u>TITLE CHANGES</u>	<u>SALARY ADJUSTMENT</u>
Paul Dillon	FROM: Executive Director, Culinary Arts Institute	\$100,610
	TO: Associate Dean, Business, Culinary Arts & Hospitality Management	\$105,610

TITLE CHANGES

FROM:	Dean of Instruction
TO:	Dean of Arts and Sciences

FROM:	Dean of Community Education
TO:	Dean of Non-Traditional Programs

FROM:	Academic Lab Coordinator (vacant)
TO:	Senior Lab Assistant

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

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS

1. ADOPTION OF INSTITUTIONAL GOALS THROUGH DECEMBER 31, 2012.

Introduced by: Katia Stack
 Seconded by: Adrienne Sires
 7 Ayes.....0 Nays Resolution Adopted

**2. RESOLUTION DESIGNATING NEWSPAPERS FOR OFFICIAL
NOTICES FOR THE HUDSON COUNTY COMMUNITY COLLEGE**

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

Resolution Adopted

3. REQUEST FOR APPEAL OF GRIEVANCE

Introduced by: Bakari Lee
Seconded by: Katia Stack
7 Ayes.....0 Nays

Resolution Adopted

XI. ADJOURNMENT 6:00 P.M.

Introduced by: Katia Stack
Seconded by: Bakari Lee
7 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Audio Visual Systems at Culinary Conference Center

REPORT/BACKGROUND:

The Culinary Conference Center has identified a need for the installation of Audio Visual Systems in 3 locations. To better serve students, faculty, and Hudson County institutions and businesses, the Center proposes the purchase and installation of control systems, wiring, projectors and speakers in the Banquet Room, Scott Ring Room and Conference Room 507. Office Solutions Inc. of Warren, New Jersey, State Contract Vendor # A42285, will be the service provider.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve the purchase and installation of control systems, wiring, projectors and speakers in the Banquet Room, Scott Ring Room and Conference Room 507, from Office Solutions Inc. of Warren, New Jersey. The total cost is \$88,118.00 to be funded from the operating budget.

2. Purchase of Instructional Technology for the Fine Arts Lab

REPORT/BACKGROUND:

The Hudson County Community College Division of Humanities and Social Sciences, Grants Department, and ITS have identified a need for the purchase of 20 MAC desktops and 5 MAC laptops. To best serve HCCC students through the acquisition of instructional technology, the HCCC Grants Office is proposing to purchase the technology necessary to equip the fine arts lab (B411) with these units. The Perkins grant will be used to fund this initiative.

The HCCC ITS Department has solicited a quote from Apple Inc. of 12545 Riata Vista Circle – Austin, TX, New Jersey, State Contract Vendor # 621450, indicating the total cost of \$59,515.00. 20 MAC desktops @ \$2,394.00 per unit, totaling \$47,880 and 5 laptops @ \$1,668.00, totaling \$8,340.00, and \$3,295.00 for warranties, with a grand total of \$59,515.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, the Finance Committee recommend that the Board of Trustees approve the purchase from Apple Inc. of Austin, Texas, for 20 MAC desktops and 5 MAC lap tops for the fine arts lab, at a cost not to exceed \$59,515.00. This contract is funded from the Perkins Grant and awarded from the State vendors list.

3. Resolution for Additional Services to the Blackboard Learning Management System Contract

REPORT/BACKGROUND:

Blackboard Incorporated of Washington, D.C., was first selected in August 2010 to provide a hosted learning system through June 30, 2013. The Director for Distance Learning recommends that we add the ability to access the system via wireless access.

WHEREAS, *it has been determined and approved by the Chief Information Officer that the College should purchase the added software (Mobile Learn 4-8K) to Make the Learning System wireless accessible; and*

WHEREAS, *the Purchasing Agent has determined that the anticipated value of these services is not to exceed \$21,000.00; and*

WHEREAS, *the cost of this service will be funded from the Grants budget; and*

RECOMMENDATION:

The President, the Administration, the Finance Committee recommend that the Board of Trustees approve the purchase of added software from Blackboard Incorporated of Washington, D.C., for FY 12, at a cost not to exceed \$21,000.00, to be funded by the Open the Gate Grant.

4. Resolution Authorizing the Award of a Seafood Vendor for Culinary Arts Program

WHEREAS, *the College has a need to purchase various seafood products for the Culinary Arts department during the year; and*

WHEREAS, *this purchase 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 2012; and*

WHEREAS, *Blue Ribbon Fish Co. Inc. of Bronx, New York is the proposed vendor to provide these products at a cost not to exceed \$50,000.00; and*

WHEREAS, *Blue Ribbon Fish Co. Inc. completed and submitted Business Entity Disclosure Certifications which certifies that Blue Ribbon Fish Co. Inc. 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 Blue Ribbon Fish Co. Inc. from making any reportable contributions through 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 Blue Ribbon Fish Co. Inc. as a pay-to-play certified vendor as described herein; and*

BE IT FURTHER RESOLVED that the Business Disclosure Entity 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 Process.

5. Award of a Roofing Contractor

WHEREAS, the College has a need for roofing repairs; 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 2012; and

WHEREAS, J & T Construction LLC., of Clinton, New Jersey is the proposed vendor to provide these services, at a cost not to exceed \$30,000.00; and

WHEREAS, the Facilities Ad-Hoc Committee approved these services on February 9, 2012; and

WHEREAS, J & T Construction LLC., has completed and submitted Business Entity Disclosure Certifications which certifies that J & T Construction LLC., 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 J & T Construction LLC., from making any reportable contributions through 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 J & T Construction LLC. of Clinton, 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 Process.

6. Purchase & Installation of HVAC Air Conditioning Unit for the Library at 25 Pathside

WHEREAS, the College has a need to purchase and install an air conditioner for the library at 25 Pathside; and

WHEREAS, this purchase 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 \$17,500.00; and

WHEREAS, F&G Mechanical Co. of Secaucus, New Jersey is the proposed vendor, at a total cost not to exceed \$22,900.00; and

WHEREAS, the Facilities Ad-Hoc Committee approved this purchase and installation on February 9, 2012; and

WHEREAS, F&G Mechanical Co. of Secaucus, New Jersey has completed and submitted Business Entity Disclosure Certifications which certifies that F&G Mechanical Co. of Secaucus, New Jersey has not made any reportable contributions to a political candidate committee in Hudson County in the previous one year, and that the contract will prohibit F&G Mechanical Co. of Secaucus, New Jersey from making any reportable contributions through 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 that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve F&G Mechanical Co. of Secaucus, New Jersey as a pay-to-pay certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity 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 Process.

7. Report of the Facilities Committee for Construction Oversight

REPORTS/BACKGROUND:

On March 12, 2002, the Board of Trustees established a Facilities Ad-Hoc Committee to oversee plans and costs for campus development. The Board designated the Chair of the Facilities Committee to serve as Ad-Hoc Committee Chair. Other members of the committee were to include the College President, the Vice President for Administration and Finance, the HCCC Director of Facilities, the Construction Manager (outsourced), and College Counsel for real estate and construction issues. This committee was empowered to "review and approve all project plans and costs including design, renovation or construction.

The Committee here presents to the Board the approved minutes of the October 27, 2011 meeting. It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee. It is anticipated that these submissions would be on a monthly basis as the Committee approves its minutes.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the October 27, 2011 meeting as submitted for inclusion into the records of the Board of Trustees.

RESOLUTIONS:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 7:** 1) Audio Visual Systems at Culinary Conference Center; 2) Purchase of Instructional Technology for the Fine Arts Lab; 3) Resolution for Additional Services to the Blackboard Learning Management System; 4) Resolution Authorizing the Award of a Seafood Vendor for Culinary Arts Program; 5) Award of a Roofing Contractor; 6) Purchase & Installation of HVAC Air Conditioning Unit for the Library at 25 Pathside; and 7) Report of the Facilities Committee for Construction Oversight.

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: February 21, 2012

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

6 Ayes..... 0 Nay
RESOLUTION ADOPTED

Jennifer Oakley 2-21-12
Signature of Recorder Date

OFFICE OF COLLEGE OPERATIONS
Frank Mercado, Vice President



***Facilities Ad Hoc Committee
October 27, 2011
9:30 a.m.***

Minutes

Present:

Jennifer Bogdanski, Real Estate Attorney
Ted Domuracki, President, MAST Construction
James Fife, HCCC Trustee
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
Hugh McGuire, McGuire and Associates
Frank Mercado, Vice President for College Operations
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
Adrienne Sires, HCCC Trustee, Co-Chair
John Sommer, Vice President for Finance
Joseph Torturelli, Director, Facilities
Alfred Zampella, HCCC Trustee

Absent: Adrienne Sires, HCCC Trustee, Co-Chair

Marcella Williams, Recording Secretary

1. APPROVAL OF THE PRIOR MINUTES – September 29, 2011

Motion to accept Minutes of September 29, 2011.

**Introduced by: James Fife
Seconded by: Alfred Zampella
Motion Passed**

2. NORTH HUDSON PROJECT (UNION CITY)

a. Project Update (Frank Mercado and Legal Counsel)

- Frank Mercado reported that the Master Deed for the Condominium has been signed and forwarded to Natalie (John Curley's Office). He is working with the County's Career Development Center (CDC) on the Interlocal Agreement.

(continued...)

- The College now has the permanent Certificate of Occupancy.

b. North Hudson Pedestrian Bridge Update (*Frank Mercado and Legal Counsel*)

- Frank Mercado noted that NJ Transit is in the process of finalizing the easement agreement.

c. Parking (*Frank Mercado*)

- Frank Mercado gave an overview from resolution for parking pending the Committee's approval.

The pending agreement with PC Richards is for renting 30 revolving parking spaces at \$50 a month per space (\$18,000 a year). PC Richards is located approximately 2 blocks north of the North Hudson Higher Education Center. Signage will be present indicating that parking is reserved for HCCC staff.

The College currently has an agreement with the West New York Municipal Authority to rent 35 parking spaces for \$75 a month per space or \$200 a quarter (\$31,500 a year).

Frank Mercado will continue to monitor the parking needs of staff.

Motion to authorize contract with PC Richards to secure 30 parking spaces at \$50 a month per space totaling \$18,000 a year.

**Introduced by: James Fife
Seconded by: Alfred Zampella
Motion Passed**

3. JOURNAL SQUARE PROJECTS UPDATES (*changes and developments since last Facilities Committee meeting*)

a. 25 Pathside (Emergency Repairs – Timeline and Bonding) (*Frank Mercado and John Sommer*)

- Frank Mercado distributed the timeline for the renovation of 25 Pathside.

(continued...)

b. 65-79 Sip

Library

- The Committee discussed the proposal received from Dobco, Inc. Wayne, New Jersey for building a foundation for the 65-79 Sip Avenue Library Building.

Motion to accept proposal from Dobco, Inc., Wayne, New Jersey, as the lowest responsible bid, for building a foundation for the 65-79 Sip Avenue Library Building in the amount of \$2,850,000.

**Introduced by: James Fife
Seconded by: Alfred Zampella
Motion Passed**

Groundbreaking

- Ted Domuracki said that MAST Construction is preparing the construction site for the groundbreaking ceremony scheduled for November 3rd. A banner will be hung and shovels and hardhats made available. A rendering of what the new library building will look like will be in the lobby of 70 Sip.

c. 83-87 Sip (*mezzanine level renovation*)

- Frank Mercado reminded the Committee that the proposal for interior demo of the mezzanine level at 83-87 Sip was awarded to Molba. The first kick-off meeting took place on October 24th.

d. 870 Bergen Avenue (*Glen Gabert, Frank Mercado and Ted Domuracki*)

- Frank Mercado noted that Dicaro and Rubino have met with staff regarding programming for the Science Program at 870 Bergen Avenue. A report will be prepared by the end of November.

e. *Welcome Center*

- Frank Mercado said the permanent Certificate of Occupancy (CO) is still pending. The temporary certificate hasn't expired yet. Troy Marzziotti noted that RSC Architects will send another letter to the Port Authority regarding the status of the permanent CO.

(continued...)

4. OTHER BUSINESS

a. Peter Stuyvesant Statue

Frank Mercado said that he is waiting to receive an invoice for storage of the Peter Stuyvesant Statue.

b. Berlin Wall (Ted Domuracki)

- Ted Domuracki informed the Committee that he has not received a returned call from the County regarding the Berlin Wall.

c. 107 Newkirk (Ted Domuracki)

- John Sommer reported that he spoke to Glen Gleason from Provident Bank. Mr. Gleason suggested that, if the College's offer to purchase the 20-spot parking lot at 107 Newkirk was in the high \$300,000 to \$400,000 range, he would bring it to his Board without any resistance. The Committee decided that the parking lot was not worth more than \$250,000. The consensus was to 1) inform Mr. Gleason that the College desires to conduct a Phase 1 Environmental Testing; and 2) the College will engage in negotiations for acquisition of the property.

Motion to give John Sommer authorization to start negotiations with Provident Bank for acquisition of the parking lot at 107 Newkirk for \$250,000.

Introduced by: James Fife
Seconded by: Alfred Zampella
*****Motion Passed*****

d. Signage at Union City (Glen Gabert)

- Dr. Gabert noted that Trustee Karen Fahrenholz made a suggestion that the name on the front of the Union City campus building "North Hudson Higher Education Center" be replaced with "Hudson County Community College," the College's brand name. This would ensure that the uninitiated people know that it is the County's college.

(continued...)

Troy Marzziotti said that the signage was intended for the vestibule entrance; but the entire name was not visible, which is why it was placed higher up, in front of the building. The consensus was to have the signage replaced with the College's brand name. Ted Domuracki will report back to the Committee with a price for this project.

5. LEASES FOR 26 JOURNAL SQUARE (Hugh McGuire)

14th Floor

- Hugh McGuire updated the Committee on the negotiations for leases at 26 Journal Square. The tentative proposal stipulates that starting December 2011, the new lease for the 14th floor would be reduced from \$206,000 to \$179,485, approximately \$26,500 in savings. The problem is that the owners want a five-year lease. Hugh McGuire accepted the five-year term, with the stipulation that a cause be added, with the option for cancellation at a certain date without penalties.

Basement, 1st Floor- Bookstore, and Second Floor-Storage Area

- The tentative modification to the current lease starting December 2011: the basement is \$9 sq. ft.; 1st floor-bookstore is \$32 sq. ft.; and 2nd floor-storage area is \$21 sq. ft.

**Motion to give Hugh McGuire authorization to
continue negotiations on the leases for 26 Journal
Square.**

Introduced by: James Fife

Seconded by: Alfred Zampella

*****Motion Passed*****

6. PROPOSED CAPITAL PROJECTS FOR POTENTIAL REFERENDUM

- John Sommer reported that the College has not received any news yet pertaining to the "wish list" of proposed capital projects submitted to the State.

7. SCHEDULED MEETINGS

Since there were no urgent pending issues, the Committee decided not to schedule a meeting until it was necessary to have one.

8. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATIONS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
John O'Hara	Coordinator for Business & Industry	01/20/2012
Sharon Ruth-Frederick	Counselor	02/6/2012
Joel Paula	Recruiter, Admissions	02/08/2012
James Morris	Data Communications Network Manager	02/20/2012
Patricia Reilly	Director, Library/Learning Resources Center	02/29/2012

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Resignations as Personnel Recommendation Item No. 1.

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sarah Khouzman	Administrative Assistant Enrollment Services	02/22/2012	\$31,000 (pro-rated)

Note: This is a replacement for Veronica Alvarez.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Diana Perez	Senior Lab Assistant	02/22/2012	\$32,000 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Catherina Mirasol	Coordinator, Center for Business & Industry	02/22/2012	\$38,000 (pro-rated)

Note: This is a replacement for John O'Hara.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Michele Carley	Counselor	02/22/2012	\$38,000 (pro-rated)

Note: This is a replacement for Sharon Ruth-Frederick.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Julio Morales	Assistant Director Student Financial Assistance (NHC)	02/22/2012	\$45,000 (pro-rated)

Note: This is an approved 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. 2.

3. TEMPORARY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacob Rosen	Instructor, Math	01/20/2012 05/14/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

RECOMMENDATION:

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

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: FEBRUARY 22 - JUNE 30, 2012

Last Name	First Name	Department	Title
Vega	Aileen	Community Ed/Non Credit	PT Instructor
Cerda	Petra	Culinary Arts	Dishwasher
Rosario	Elliot	Culinary Arts	Dishwasher
Ferri	John Paul	Disability Support Services	Notetaker/Reader
Burnett	Laura	Disability Support Services	Sign Language Interpreter
Aguilar	Abraham	Enrollment Services	Student Ambassador
Bullock	Katrina	Enrollment Services	Student Ambassador
Orellana	Daniel	Enrollment Services	Student Ambassador
Singh	Dashmeet	Enrollment Services	Student Ambassador
Tsouli Moufid	Jaafar	Enrollment Services	Student Ambassador
Palmieri Baylon	Julianna	EOF	Tutor

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.

4.

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 1-4:** (1) Resignation, (2) Appointment of Staff, (3) Temporary Assignment, and (4) Appointment of Additional New Part-Time Hires.

INTRODUCED BY:

Alfred Zampella

SECONDED BY:

Adrienne Sires

DATE:

February 21, 2012

Fahrenheit, Karen
Fife, James
Kenny, Roberta
Kosakowski, Joanne
Lee, Bakari
Sires, Adrienne
Stack, Katia
Zampella, Alfred
Netchert, William, Chair

ABSENT
AYE
ABSENT
AYE
AYE
AYE
ABSENT
AYE
AYE

6 Ayes..... 0 Nay

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

Jennifer Valley
Signature of Recorder

2-21-12
Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

IX. ACADEMIC AND STUDENT AFFAIRS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

X. NEW BUSINESS

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
February 21, 2012**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:20 P.M.

INTRODUCED BY: James Fife

SECONDED BY: Adrienne Sires

DATE: February 21, 2012

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

6 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

2-21-12
Date