

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

**Regular Meeting--Board of Trustees**  
**March 11, 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  
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

**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  
March 11, 2014**

**CALL TO ORDER**

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>PRESENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>PRESENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Ramsey Olivencia, Student Alumni Representative, ex officio	<u>PRESENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<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  
March 11, 2014**

**III. COMMENTS FROM THE PUBLIC**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**

Chairman Netchert added appointments to the following committees:

Capital Project Advisory Committee  
Bakari Lee

Personnel Committee  
Joann Kosakowski, Chair  
Kevin Callahan

Academic and Student Affairs Committee  
Ramsey Olivencia, Student Alumni Representative

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**IV. CLOSED SESSION**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**

*Enrollment Update - Dr. Paula Pando, Vice President for Student Affairs/NHC*

*Budget - Thomas Brodowski, Vice President for Administrative Services*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of February 18, 2014 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 February 18, 2014.

**2. GIFTS, GRANTS, AND CONTRACTS REPORT**

The College has made the following grant & contract proposals:

TITLE: College Readiness Now Pilot Program

AGENCY: New Jersey Council of County Colleges (NJCCC)

PURPOSE OF GRANT: The NJCCC solicited money from the State of New Jersey to fund projects that will assist high school students in preparing for college. HCCC has been approved through a written proposal to administer two express remediation programs on-site at Kearny High School.

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: \$16,269

REQUESTED AWARD AMOUNT: \$ 32,538

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

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Karen Fahrenholz

**DATE:** March 11, 2014

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

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley  
Signature of Recorder

3-11-14  
Date

**ATTACHMENT A  
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES  
February 18, 2014**

**MINUTES**

**PRESENT:** Kevin Callahan, James Fife, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, Jeanette Peña, and Adrienne Sires

**ABSENT:** Karen Fahrenholz, William Netchert, and Ramsey Olivencia

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

HCCC Staff and Visitors present were: Pam Bandyopadhyay, Jessica Brito, Tom Brodowski, Joe Caniglia, Jennifer Christopher, John DeLopper, Sean Egan, Elaine Foster, Chanida Katkanant, Lloyd Kahn, Randi Miller, Patrick Moore, Jennifer Oakley, Paula Pando, Joseph Sansone, Carol VanHouten, Marcella Williams, Julie Willis, Elana Winslow.

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

**II. ROLL CALL AND RECOGNITION OF VISITORS**

The regular meeting was called to order by Bakari Lee at 5:00 p.m. and roll called by Jennifer Oakley.

**III. COMMENTS FROM THE PUBLIC - None**

**IV. CLOSED SESSION - None**

**V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS**

Vice Chair Bakari Lee asked for a few moments of silence in memory of Trustee Alfred Zampella who passed away on February 2<sup>nd</sup>. Trustee Lee said "Al Zampella was the sweetest guy to know" and also stated "We are all better people to have had the opportunity to spend time on this planet with such a great man." Mr. Zampella will certainly be missed by the Finance Committee, every member of the Board of Trustees and the College Community as a whole.

Dr. Gabert introduced Thomas Brodowski who joined the staff as Vice President for Administrative Services.

Dr. Gabert reported that he and Trustee Lee recently participated in the Association of Community College Trustees (ACCT) National Legislative Summit in Washington. During the event, Congressman Albio Sires keynoted a breakfast and met with New Jersey Council of County Colleges (NJCCC) presidents. He and Trustee Lee also met with Congressmen Donald Payne and Bill Pascrell's staff.



Dr. Eric Friedman, Vice President, Academic Affairs, introduced and congratulated the following tenure recipients.

Joseph Caniglia	Instructor of English (Academic Foundations)
Sean Egan	Instructor of English (Academic Foundations)
Catherine Sweeting	Instructor of English
Julie Willis	Instructor of Speech
Elana Winslow	Instructor of Business

#### VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the the Regular Meeting of January 28, 2014.
2. Gifts, Grants and Contract Reports - None

Introduced by: James Fife  
Seconded by: Joanne Kosakowski  
7 Ayes.....0 Nays Resolution Adopted

#### VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of Consultant for Biotechnology Program

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

#### VIII. PERSONNEL RECOMMENDATIONS

##### 1. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Micale Dort	Admissions Recruiter	2/19/2014	\$32,000 (pro-rated)
Kelly Garay	Senior Lab Assistant	2/19/2014	\$32,000 (pro-rated)

##### 2. TEMPORARY FULL-TIME FACULTY ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Julie Lonon	Instructor, English	1/23/2014 5/30/2014	\$20,000 (pro-rated)
Carlos Pomares	Instructor, History	1/23/2014 5/30/2014	\$20,000 (pro-rated)

**3. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:  
FEBRUARY 18 – JUNE 30, 2014.**

Last Name	First Name	Department	Title	Position Id
An	SeungChan	ADJ Academic Support Services	Tutor	TUTOR-150505
Chen	Jun	ADJ Academic Support Services	Tutor	TUTOR-150505
McElrone	Loriebel	ADJ Academic Support Services	Tutor	TUTOR-150505
Oye	Tom	ADJ Academic Support Services	Tutor	TUTOR-150505
Khokhar	Abdul	ADJ Academic Support Services	Tutor	TUTOR-150505
Dackdouss	Ziad	ADJ Academic Support Services	Tutor	TUTOR-150505
Ferguson	Dameian	ADJ Academic Support Services	Tutor	TUTOR-150505
Huntley	Charles	ADJ Academic Support Services	Tutor	TUTOR-150505
DiGenio	Natasha	ADJ Academic Support Services	Tutor	TUTOR-150505
Rafa	Omar	ADJ Academic Support Services	Tutor	TUTOR-150505
Park	Irene	ADJ Academic Support Services	Tutor	TUTOR-150505
Chitty	Shawn	Business, Culinary and Hospitality	Receiving Clerk	RECLERK-101030
Muniz	Alexis	CBI	Instructor	PTINST-605003
Fabara	Kenny	CBI	Instructor	PTINST-103005
Concepcion de Amparo	Glenny	Culinary Arts	Dishwasher	CULDDW-101030
Mascis	Catherine	Disability Support Services	Notetaker	READER-101015
Derteano	Gloria	Evening, Weekend & Off-Site Programs	Administrator, Evening & Weekend	EWKADM-252010
Daane	Mary	Evening, Weekend & Off-Site Programs	Administrator, Evening & Weekend	EWKADM-252010
Trillo	Domingo	Maintenance	Facilities Worker	PTFWK-300510
Sanghavi	Hardik	Information Technology Services	PC Technician	PTTECH-253025
Matthews	Michael	Non-Credit Programs	Instructor	CACEINS-102020

**4. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2014.**

LAST NAME	FIRST NAME	DEPARTMENT
Bisnath	Christeen	Academic Foundations-Math
Delle Donna	Paul	Allied Health
Masias	Miriam	Allied Health
Montalvo	Jose	Allied Health
Rama	Janice	Allied Health
Innamorato	Stephen	Business, Culinary and Hospitality

Carrion	Adriana	ESL
Karavaykova Yoon	Olga	ESL
Ni	Cythnia	ESL
Thornton	Keeley	ESL
Teichman	Rebecca	ESL
Andrews	Suzette	HSS
Berthelot	Amanda	HSS
Gil Ramos	Sara	HSS
Hart	Thurman	HSS
Kelly	Daniel	HSS
Lopez	Juan	HSS
Lizardo	Mariel	HSS
Lancaster	Thomas	HSS
Morgan	Nakeia	HSS
Oneil	Tracy	HSS
Smith	Jeremy	HSS
Tucker	Leon	HSS
Veiga	Karina	HSS
Williams Nicholas	Marsha	HSS
Butt	Mohammad	STEM

**5. TENURE APPOINTMENTS- EFFECTIVE ACADEMIC YEAR 2014-2015:**

**REPORTS/BACKGROUND**

*The criteria for tenure include excellence in teaching, in scholarly achievement, in service to the College and community and in the fulfillment of professional responsibilities. Applications for tenure are reviewed by a Tenure Review Board and recommendations are forwarded through the Academic Vice President to the President for approval and presentation to the Board of Trustees. The following are recommended for tenure effective Academic Year 2014-2015.*

Joseph Caniglia	Instructor of English (Academic Foundations)
Sean Egan	Instructor of English (Academic Foundations)
Catherine Sweeting	instructor of English
Julie Willis	Instructor of Speech
Elana Winslow	Instructor of Business

**6. MODIFICATION OF STAFFING TABLE FOR FY 14**

**ADD TITLE:**

*Transitional Program Coordinator, Grant Funded Position*

Introduced by: James Fife  
Seconded by: Joanne Kosakowski  
7 Ayes.....0 Nays

*Resolution Adopted*

**IX. ACADEMIC AND STUDENT AFFAIRS - None**

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 5:18 P.M.**

*Introduced by: Kevin Callahan*

*Seconded by: James Fife*

*7 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS**

**1. Approval of FY 2013 Audit**

**REPORT/BACKGROUND:**

*During 2013 an Audit was conducted by Spire Group for the fiscal year June 30, 2013.*

*A copy of the Audit/Financial Statements prepared by Spire Group was reviewed by the Finance Committee and HCCC Administration on March 7, 2014 and a final copy was forwarded to the Board of Trustees.*

*The Chief Financial Officer recommends the approval of the FY 2013 Audit.*

**RECOMMENDATION:**

*The President, the Administration and the Finance Committee recommend that the Board of Trustees accept the FY 2013 Audit performed by Spire Group.*

**2. Library Building Wiring**

**REPORT/BACKGROUND:**

*The College has a need to provide voice, data, and wireless cabling to the new library building, in addition to security camera cabling, fiber and copper backbone cabling. Also, the equipment related to the cabling project such as racks, patch panels and wire management.*

*This service will be provided by Johnston Communications, a N.J. State Contract Vendor (#M7000/73979), for fiscal year 2014.*

*The Chief Information Officer recommends these services.*

**RECOMMENDATION:**

*The President, the Administration, Chair of the Facilities Committee and the Finance Committee recommend that the Board of Trustees issue a contract with Johnston Communications, a N.J. State Contract Vendor (#M7000/73979), to provide to the College, at a total cost not to exceed \$399,980.00 and funded from the Library Capital Project Funding.*

**3. Resolution for Member Participation in a Cooperative Pricing System**

**A RESOLUTION AUTHORIZING THE HUDSON COUNTY COMMUNITY COLLEGE  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT**

**RESOLUTION NUMBER**

**WHEREAS**, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**WHEREAS**, on (DATE OF ACTION) the governing body of the Hudson County Community College, County of Hudson, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

**TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the (Hudson County Community College)

**AUTHORITY**

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the (CHIEF EXECUTIVE OFFICER) is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

**EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

**CERTIFICATION**

I Hereby, certify that the above resolution was adopted by the (Hudson County Community College Board of Trustees at the Board meeting held on (Date). 3-11-14

BY:

Joseph P. Kelly, Executive Administrative Assistant  
(NAME AND TITLE)

ATTEST BY:

Marcella Williams, Executive Secretary  
(NAME AND TITLE)

#### **4. Award of Vendors for the Purchase of Furniture for the New Library Building**

##### **REPORT/BACKGROUND:**

*There is a need to purchase furniture for the new Library Building. The purchase of these items has been coordinated through vendors operating under various state contracts. The proposed list below represents the vendors selected, state contract identification and the total cost of furniture from each of these vendor contracts.*

*The vendors are:*

<i>Herman Miller - State Contract Number (81620)</i>	<i>\$501,000.00</i>
<i>Exemplis Corp -. State Contract Number (81711)</i>	<i>\$223,509.52</i>
<i>CF Group DBA Falcon - State Contract Number (81613)</i>	<i>\$ 66,829.82</i>
<i>National Office Furniture – State Contract Number (40659)</i>	<i>\$ <u>9,319.80</u></i>
<i>Total Cost:</i>	<i><u>\$ 800,659.14</u></i>

*These purchases are being coordinated for the College by WB Wood of Basking Ridge, New Jersey.*

*This Purchase is approved by the Vice President for Administrative Services*

*The cost of these services will be funded from the Library Capital Project Funding.*

##### **RECOMMENDATION:**

*The President, the Administration, Chair of the Facilities Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve WB Wood of Basking Ridge, New Jersey as the vendor to purchase the furniture for the new Library.*

#### **5. Award of Vendors for the Purchase of Shelving and Furniture for the New Library**

##### **REPORT/BACKGROUND:**

*As part of the construction of the new library at 71 Sip Avenue, there is a need to purchase shelving and related furniture for the relocation of our library services. The proposed vendor is Longo Associates of Ramsey, New Jersey; the official dealer for BCI Eurobib. This purchase will be coordinated through the Middlesex Regional Service Commission upon approval by the Board of Trustees and acceptance into the consortium.*

*The total cost is \$307,956.00 and will be funded from the Library Capital Project Funding.*

*The Vice President for Administrative Services recommends these services.*

**RECOMMENDATION:**

*The President, the Administration, Chair of the Facilities Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Longo Associates of Ramsey, New Jersey as the vendor to purchase the Shelving and Furniture for the new Library.*

**6. Purchase of Lab Equipment & Lab Supplies**

**REPORT/BACKGROUND:**

*The College has a need for science and bio lab equipment and supplies for the various sites campus wide.*

*Sargent Welch of Arlington, IL and Ward's Science of Rochester, NY are both related entities of VWR Companies operating under the State contract Number 75846. Ward's and Sargent Welch are the chosen vendors of the Math, Science and Tech Department.*

*The cost will be funded from the Perkins Grant.*

*The Vice President of Development recommends this purchase. The Perkins Grant for fiscal year 2014 will fund this request.*

**RECOMMENDATION:**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Ward's Science of Rochester, NY and Sargent Welch of Arlington IL. for the purchase of the needed lab supplies and equipment at the cost not to exceed \$25,000.00 funded from the Perkins Grant.*

**7. Appoint External Evaluator for Title V Award**

**REPORT/BACKGROUND:**

*The Grants Department has identified the need to appoint an external evaluator as required in the terms of the award CFDA 84.031. The Title V "Picking up the Pace" Grant YR1 for Fiscal 2014, Project Management account 601085, will be used to fund this purchase.*

*Documentation for these services and approval of credentials is on file with the Grant's office. These services will be provided at a cost not to exceed \$15,000 and will be funded by the Title V Grant.*

*The Vice President for Development recommends this purchase.*

**RECOMMENDATION:**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the appointment of Howard Parish from Alliance for Creative Education, of Cranford, New Jersey, at a total cost not to exceed, \$15,000.00.*



## **8. Amendment to the Resolution for Snow Plowing and Salting for FY 14**

### **REPORT/BACKGROUND:**

Due to the extensive amount of snow fall this winter we need to increase the amount of funds available for the plowing and salting of the campus parking lots. As a result, there is a need to amend the resolution for snow plowing and salting previously awarded to Broadway Gulf Service. The previous resolution was for \$17,500.00 and the Facilities Department has estimated the need to increase this amount by \$25,500.00 which will bring the total amount to \$43,000.00.

The Vice President of Administrative Services 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 amendment to allow Broadway Gulf Service of Jersey City, New Jersey to provide snow removal services at a cost not to exceed \$43,000.00 to be funded from the operating budget.

## **9. Approval of the Operating Budget for Fiscal Year 2015**

### **REPORT/BACKGROUND:**

The proposed College FY 15 Operating Budget is \$51,588,181.00. The budget by funding source is as follows:

<b><u>FUNDING SOURCE</u></b>	<b><u>AMOUNT</u></b>	<b><u>%</u></b>
Tuition & Fees	\$32,315,133	62.6 %
County Appropriations	\$12,116,277	23.5 %
State Appropriations	\$ 6,556,771	12.5 %
Other Income	<u>\$ 600,000</u>	<u>1.4 %</u>
	\$51,588,181	100 %

The proposed fiscal year 2015 budget would increase 4% over the current year necessarily reflecting enrollment growth as well as increases in non-discretionary expenditures. This budget is based on the following assumptions regarding funding sources:

- a) Tuition & Fees – will reflect modestly higher enrollments but also increases in tuition rates and some fees.
- b) State Appropriations – are expected to decrease, primarily due to decreased enrollments and a reduced allocation to the community college sector.
- c) County Appropriations – are estimated to increase 16.3% or \$1,500,277.

- d) Other Income – will account for 1.4% of all revenue and reflects funding derived from rentals, the college bookstore, vending machines, and earned interest.

*This is a fiscally conservative budget that will meet the incremental expenditures from both inflationary costs and costs associated with growth and expansion.*

*The budget also reflects reductions in regular operations expenditures, and it will provide contingencies for possible mid-year revenue reductions as well as the need to provide more students and scholarship support.*

*The Vice President of Administrative Services recommends this purchase.*

**RECOMMENDATION:**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the FY 2015 Operating Budget in the amount of \$ 51,588,181.00.*

**10. To Continue to Develop Property in the Journal Square Area for Permanent Use by the College**

**WHEREAS**, the Board of Trustees of Hudson County Community College has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and

**WHEREAS**, the State of New Jersey beginning with FY 2015 cycle will make available to the College via the Chapter 12 Program up to One Million Six Hundred Thousand Dollars (\$1,600,000.00) for capital projects, plus additional funds in the amount up to One Million Six Hundred Thousand Dollars (\$1,600,000.00) to be covered by County or County Backed Bonds; as per Chapter 12 requirements; and

**WHEREAS**, the Chair of the Facilities Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to use the above described funds which total up to Three Million Two Hundred Thousand Dollars (\$3,200,000.00) to further implement the College's Facilities Master Plan in Journal Square and all costs related thereto; and

**WHEREAS**, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Chair of the Facilities Committee, and the Finance Committee of the Board of Trustees have approved this request for funding; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College approve the total up to Three Million Two Hundred Thousand Dollars (\$3,200,000.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements with the State of New Jersey for Chapter 12 Funds, as are required by the College to avail itself of the funds noted above for the undertaking of Capital Projects, including but not

limited to: 79-81 Sip Avenue, 162-168 Sip Avenue, 119 Newkirk, all as listed in the H.C.C.C. Master Plan and any other projects that may be included therein and also including all work and equipment necessary and incidental to the projects and all in the Journal Square area of Jersey City, New Jersey, purpose of further implementing the College's Facilities Master Plan and all costs related thereto; and

**BE IT FUTHER RESOLVED**, that the Trustees request the County Board of School Estimate endorse, and the County Board of Freeholders provide such additional funding as may be required to meet the total cost of the project described herein.

#### **11. Capital Project Advisory Committee**

**WHEREAS**, the Board of Trustees has established in 2002 an "ad hoc committee" for Hudson County Community College Construction, Renovation Projects and Capital Improvement Projects. In 2013, the Board determined to create the ad hoc committee to be called the "Facilities Committee" and this resolution is to name the committee "Capital Projects Advisory Committee"; and

**WHEREAS**, this committee initiates and facilitates all of the capital improvement projects for the College including projects that are finished and ongoing in Jersey City and Union City; and

**WHEREAS**, in order to serve this function, the Committee requires authorization by the Board of Trustees to act on all capital improvements projects, subject to confirmation by the Finance Committee and ratification by the Board of Trustees; and

**WHEREAS**, the Board of Trustees determines that the voting membership of the Capital Projects Advisory Committee shall consist of three (3) members of the Board of Trustees and four (4) members of College Administration, which is inclusive of the President, Vice President for Administrative Services, the Chief Financial Officer and the Chief Information Officer. The Vice President of Administrative Services may designate other persons as non-voting members of the Committee.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Hudson County Community College as follows:

1. The Facilities Committee shall be renamed the "Capital Projects Advisory Committee" to confirm and acknowledge that this Committee will continue to initiate, review and approve all capital projects for the College no matter where they are located.

2. The Capital Projects Advisory Committee shall be the body that reviews and considers all capital improvement projects, including purchase of property, design, building and construction issues.

3. The Capital Projects Advisory Committee action is subject to confirmation of the action by the College Finance Committee and ratification of the action by the Board of Trustees as soon as possible after approval by the Finance Committee. Both the Finance Committee and Board of Trustees shall act as expeditiously as possible on all Capital Projects Advisory Committee recommendations in light of the nature of the construction projects.

4. The Chairman of the Board of Trustees shall name the Board members of the Capital Projects Advisory Committee, which shall include as voting members, three (3) members of the Board of Trustees. The President shall name four (4) members of College Administration, which is inclusive of the President, Vice President of Administrative Services, Chief Financial Officer and Chief Information Officer. The Vice President of Administrative Services may also designate other persons as non-voting members of the Committee.

5. The Board of Trustees shall confirm the members and functions of the Capital Projects Advisory Committee yearly at the re-organization meeting or as soon thereafter as possible.

## **12. Settlement of Xerox Claim**

**WHEREAS**, the Hudson County Community College, (the "College") in seeking to upgrade its photocopy machines in 2011, entered into transactions involving a vendor named Bernard Ozarowski and his company known as Loyola, trading as Penguin Imaging,

**WHEREAS**, as a result of multiple issues that arose with the vendor and the performance of the vendor's promises, litigation was commenced by the College and also by entities, including Xerox, whose claims were to have been addressed by the vendor but were not; and

**WHEREAS**, Xerox has negotiated settlement with the College to resolve the litigation as it relates to it, on terms which result in economic savings to the College; and

**WHEREAS**, the College seeks to have the settlement implemented through appropriate agreements and documents to be finalized by its counsel; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Hudson County Community College as follows:

The Board of Trustees does hereby approve and authorize its counsel to finalize appropriate agreements and documents to effect a settlement of the litigation with Xerox pursuant to which all the College's obligations under the lease/financing agreements with Xerox will be satisfied by the discounted single payment of \$40,000, and the College will receive, free and clear, ownership of 6 Xerox copy machines that had previously been subject to lease payments.

## **13. To Continue to Develop Property in the Journal Square Area for Permanent Use by the College**

**WHEREAS**, the Capital Projects Advisory Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to use the above described funds which total up to Ten Million Eight Hundred Thousand Dollars (\$10,800,000.00) to construct a Science Center on Academy Street and Bergen Ave; and

**WHEREAS**, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of this projects; and, the Facilities Committee and the Finance Committee of the Board of Trustees have approved this request for funding on March 12, 2013.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College approve the total up to Ten Million Eight Hundred Thousand Dollars (\$10,800,000.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements with the State of New Jersey in the amount of Two Million Seven Hundred Thousand Dollars (\$2,700,000.00) via the Go Bond Act, as are required by the College to avail itself of the funds noted above for the undertaking of the construction of a Science Center as listed in the H.C.C.C. Master Plan and also including all work and equipment necessary and incidental to the projects purpose of further implementing the College's Facilities Master Plan and all costs related thereto; and

**BE IT FUTHER RESOLVED**, that the Trustees request the County Board of School Estimate endorse, and the County Board of Freeholders provide such additional funding as may be required to meet the total cost of the project described herein.

**14. Request for additional funding to develop the new building to be constructed in Journal Square at Academy Street and Bergen Avenue**

**WHEREAS**, the Board of Trustees of Hudson County Community College has previously identified and approved certain parcels of property located in the City of Jersey City, New Jersey, as part of the plan to develop a permanent presence in the Journal Square area; and

**WHEREAS**, the Capital Projects Advisory Committee of the Board of Trustees has determined that it is in the best interest of the College and in conformance with the College's Facilities Master Plan to request \$3,000,000.00 to finance the new construction of the Science Center building to be constructed in Journal Square at Academy Street and Bergen Avenue and all costs related thereto.

**WHEREAS**, the Board of Trustees is committed to support the annual operating costs and maintenance requirements for any new space to be constructed or acquired as a result of these projects; and, the Capital projects Advisory Committee of the Board of Trustees, at meetings held on March 11, 2014, have approved this request for funding;

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Trustees of Hudson County Community College approve the total up to Three Million Dollars (\$3,000,000.00) and requests the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications and enter into such agreements, as are necessary to the College to avail itself of the funds noted above for the purpose of the renovation or construction of additional floor space in the new building to be constructed in Journal Square at Academy Street and Bergen Avenue and all costs related thereto, and

**BE IT FURTHER RESOLVED**, that the Trustees request the County Board of School Estimate to endorse, and the County Board of Freeholders to provide such additional funding as may be required to meet the total cost of the project described herein.

**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, Administrative, Lease and Capital Recommendations 1- 14:** 1) Approval of FY 2013 Audit, 2) Library Building Wiring, 3) Resolution for Member Participation in a Co-Operative Pricing System, 4) Award of Vendors for the Purchase of Furniture for the New Library Building, 5) Award of Vendors for the Purchase of Shelving and Furniture for the New Library, 6) Purchase of Lab Equipment and Lab Supplies for Ward's Vendor for FY 14, 7) Appoint External Evaluator for Title V Award, 8) Amendment to the Resolution for Snow Plowing and Salting for FY 14, 9) Approval of the Operating Budget for Fiscal Year 2015, 10) To Continue to Develop Property in the Journal Square Area for Permanent Use by the College, 11) Capital Project Advisory Committee, 12), Settlement of Xerox Claim, 13) To Continue to Develop Property in the Journal Square Area for Permanent Use by the College, and 14) Request for additional funding to develop the new building to be constructed in Journal Square at Academy Street and Bergen Avenue.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Joanne Kosakowski

**DATE:** March 11, 2014

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

8 Ayes..... 0 Nay

\*\*\*RESOLUTION ADOPTED\*\*\*

Jennifer Oakley  
Signature of Recorder

3-11-14  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>
Alice Frazier	HHS-Site Coordinator	3/14/2014
<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>
Anthony Balseiro	PC Technician	3/19/2014

**RECOMMENDATION:**

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

**2. APPOINTMENT OF STAFF**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Marina Zamalin	Instructional Designer & Technologist	3/12/2014	\$57,000 (pro-rated)

**Note:** This is a replacement for Ryan Lunenfeld.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Jonathan Kull	Career & Transfer Counselor	3/19/2014	\$38,000 (pro-rated)

**Note:** This is a replacement for Stephanie Kuran.

**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. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MARCH 12 – JUNE 30, 2014.**

Last Name	First Name	Department	Title	Position ID
Oyola	Jennifer	Academic Affairs	Office Assistant	OFFAST-252010
Naik	Priyanka	Academic Affairs	Record Keeper	RECKEEP-252010
Saleh	Doua	Advisement & Counseling	Front Desk Assistant	OFFAST-200510

Contla	Haide	Arts & Science	Student Assistant	OFFAST-101005
Rivera	William	Business, Culinary, Hospitality	Dishwasher	CULDDW-101030
Rivera	David	Business, Culinary Hospitality	Dishwasher	CULDDW-101030
Ciely	Christopher	Communications	Communication Assistant	OFFAST-254055
Wilson	Courtney	EOF	Office Assistant	OFFAST-150515
Nathan	Ria	EOF	Tutor	EOFTUT-150515
Suarez	Julissa	EOF	Office Assistant	OFFAST-150515
Inastrilla	Camille	ITS	Lab Assistant	ISTLAB-253025
Samaniego	Juan	ITS	Lab Assistant	ISTLAB-253025
Borta	Diego	ITS	Lab Assistant	ISTLAB-253025

**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. 3.*

**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 1-3:** (1) Resignations (2) Appointment of Staff, and (3) Appointment of Additional New & Continuing Part-Time Hires

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Karen Fahrenholz

**DATE:** March 11, 2014

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

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley  
Signature of Recorder

3-11-14  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Amendment to the Academic Calendar Fall 2014**

**REPORT/BACKGROUND**

*The proposed academic calendars for the period of Fall 2014 through Summer 2015 were approved by the Board of Trustees at its April 7, 2013 meeting.*

*Labor Day in 2014 falls on the first of September, which is early enough to allow the start of Fall 2014 to be after Labor Day weekend. A moving of the start date to after Labor day is deemed to be beneficial to our students (to allow more time after summer sessions) and recruitment & retention plans. Additionally, a start date after Labor Day results in uniform add/drop dates (8<sup>th</sup> day inclusive of the start date) for all regular and online sessions. The Academic Calendar Planning (ACP) Committee which is comprised of representatives from across the divisions has unanimously recommended a revision to the Fall 2014 calendar. The revised calendar has been reviewed and endorsed by the HCCC Cabinet members.*

❖ **Highlights of the Revised Academic Calendar Fall 2014**

- 1. The start and end dates for Fall 2014 are Wednesday, September 3 – Friday, December 19, 2014.*
- 2. College Service Day is on Wednesday, August 27 and All College Faculty Meeting on Thursday, August 28.*
- 3. Late registration for Fall 2014 begins Thursday, August 28, 2014.*
- 4. Convocation is on September 24 - no day classes in session*
- 5. Spring 2015 registration begins November 1, 2014*
- 6. Wednesday before Thanksgiving – November 26 – day classes in session; no evening classes.*

**RECOMMENDATION:**

*The President, the Administration, and the Academic and Student Affairs Committee recommend that the Board of Trustees approve the amendment to the Academic Calendar for Fall 2014 (Attachment I).*

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendation of the President, the Administration, and the Academic and Student Affairs Committee as outlined above in **Item IX. Academic and Student Affairs Recommendation: 1) Amendment to Academic Calendar Calendar 2014 -2015.**

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Karen Fahrenholz

**DATE:** March 11, 2014

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

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley  
Signature of Recorder

3-11-14  
Date

# Attachment I

## HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2014

Tuesday, August 19 – Math/Algebra Express Classes  
Friday, August 22

Wednesday, August 27 College Service Day

Thursday, August 28 All College Faculty Meeting 6:00 PM  
Late registration begins

Saturday, August 30 – Labor day weekend - College closed  
Monday, September 1

Wednesday, September 3 Classes begin at HCCC

Wednesday, September 3 – Add/Drop Period  
Wednesday, September 10

Tuesday, September 9 Classes begin at High School Sites

Tuesday, September 16 Last day to add/drop – Bayonne & Kearny

Wednesday, September 24 Convocation – no day classes

Wednesday, October 1 Last day to file Degree Audit application  
for December 2014 Graduation

Monday, October 13 Columbus Day – Classes in session

Saturday, October 18 – Mid-term exams/Advisement period  
Friday, October 24

Wednesday, October 29 Last day to submit Mid-term Advisory grades  
to the Registrar's Office

Saturday, November 1 Spring 2015 registration begins

Tuesday, November 4 Election Day – Classes in session

Tuesday, November 11 Veterans' Day – Classes in session

Thursday, November 13 Last day to complete official withdrawal from classes at HCCC

Wednesday, November 26 Day classes in session, no evening classes

Thursday, November 27 – Thanksgiving Recess – College closed  
Sunday, November 30

Saturday, December 13 – Last classes and/or final exams at HCCC including Off-Campus Centers  
Friday, December 19

Wednesday, December 24 Last day to submit final grades to the Registrar's Office

### Fall 2014 Registration

Starts April 1, 2014

Classes start September 3, 2014

### Start Dates for Culinary Classes

#### Day Classes

- > Cycle I – September 6 – October 10
- > Cycle II – October 11 – November 14
- > Cycle III – November 15 – December 19

#### Evening Classes

- > Cycle IV – September 8 – October 23
- > Cycle V – October 27 – December 19

### Start Dates for High School Centers

On-site registration 5:30-8:00 PM

- > Bayonne – September 9 (tentative)
- > Kearny – September 9 (tentative)

### Start Dates for Online Sessions

- > 15-Week – September 3 – December 19
- > Session A – September 3 – October 21
- > Session B – October 29 – December 19

**Note: The College reserves the right to modify the calendar.**

FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201-714-7100 OR LOG ONTO [WWW.HCCC.EDU](http://WWW.HCCC.EDU)  
LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM,  
BS 880 AM, WOR 710 AM

Academic Affairs ❖ 12-13-2012, revised 02-2013, revised 07-2013, revised 02-12-2014

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**X. NEW BUSINESS**

**1. RESOLUTION NAMING ROOM L-527 IN HONOR OF THE LATE ALFRED ZAMPELLA**

**BACKGROUND**

Alfred Zampella was a native of Hudson County, and he died on February 2, 2014 at the age 90. His career included more than fifty years of distinguished service as a public school teacher and administrator in the community, and the past ten years he was an active member of the Board of Trustees of Hudson County Community College serving on the Personnel Committee, the Finance Committee, the Facilities Committee and the Ad Hoc Committee for Middle States Accreditation. He was a regular supporter of Foundation events. His career and service to the College is a paradigm for HCCC students, and he made a positive difference in the lives of countless members of the community.

**RECOMMENDATION**

The Administration in consultation with the Executive Committee of the Board of Trustees recommends that a room in new Library be named in honor of Alfred Zampella.

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED**, that the lecture hall L-527 on the fifth floor of the new Library Building be now and hereinafter designated as The Alfred Zampella Lecture Hall and that appropriate signage be developed and installed in recognition of this designation.

**INTRODUCED BY:** Board of Trustees as a whole

**SECONDED BY:** Board of Trustees as a whole

**DATE:** March 11, 2014


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

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Signature of Recorder

Date

3-11-14

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**X. NEW BUSINESS**

**2. RESOLUTION NAMING ROOM L-518 IN HONOR OF HISTORIAN THOMAS FLEMING**

**BACKGROUND**

*Thomas Fleming is a native of Hudson County who has earned an international national reputation as a distinguished author, historian and lecturer. He points with pride to his Jersey City roots and has remained involved in the community. The College's students study his work. He is an inspiration and a paradigm for them. He has agreed to become involved in the HCCC Honors Program.*

**RECOMMENDATION**

*The Administration in consultation with the Executive Committee of the Board of Trustees recommends that a room in the new Library be named in honor of Thomas Fleming.*

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED**, that the classroom L-518 on the fifth floor of the new Library be named The Thomas Fleming Room and that appropriate signage be developed and installed in recognition of this designation.

**INTRODUCED BY:** Jeanette Peña

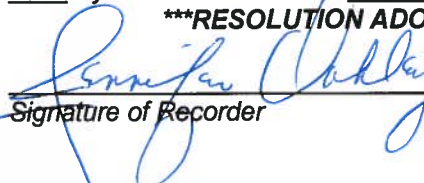
**SECONDED BY:** Karen Fahrenholz

**DATE:** March 11, 2014

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

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

  
Signature of Recorder

3-11-14  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
March 11, 2014**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:50 P.M.

**INTRODUCED BY:** Roberta Kenny

**SECONDED BY:** Joanne Kosakowski

**DATE:** March 11, 2014

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

8 Ayes..... 0 Nay

**\*\*\*RESOLUTION ADOPTED\*\*\***

Jennifer Oakley  
Signature of Recorder

3-11-14  
Date