

**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**  
**April 5, 2016**

**AGENDA**

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan  
Ingrid Rose Cooper  
Karen A. Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Glen Gabert - President  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Vice Chair  
William J. Netchert, Chair  
Jeanette Peña  
Adrienne Sires  
Harold Stahl  
Monica Tone
- 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  
April 5, 2016**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

Kevin Callahan	<u>PRESENT</u>
Ingrid Rose Cooper	<u>PRESENT</u>
Karen A. Fahrenholz	<u>ABSENT</u>
James Fife, Trustee Emeritus, ex officio	<u>ABSENT</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>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>ABSENT</u>
Harold G. Stahl	<u>PRESENT</u>
Monica Tone	<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 Campus, Union City, New Jersey stating the date, time and place of said meeting.*



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**III. COMMENTS FROM THE PUBLIC**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**IV. CLOSED SESSION**

**NONE**



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

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

*John Marlin, Dean of Instruction/STEM, and Chris Wahl, Dean, Instruction and Arts introduced faculty members on the agenda to receive promotions. Board Chair William Netchert extended his congratulations on behalf of the Trustees and stated that the faculty's dedication are what keeps the College going.*

*Board Chair Netchert presented a plaque to Trustee Lee from the Association of Community College Trustees for Lifetime Membership for his extraordinary leadership and affiliation with ACCT.*

*The Strategic Plan 2016-2021 and a book from MAST Construction of photographed rooms of the College Library were distributed to Trustees. The Library was designated as #1 Community College Library in the U.S.*

*President Gabert gave the following updates:*

- *Financial Disclosures have to be completed electronically by Trustees by April 30, 2016. Jennifer Oakley, Executive Administrative Assistant, President's Office, distributed information packets with instructions.*
- *Dr. Gabert and Trustee Lee will attend the American Association of Community Colleges (AACC) Convention in Chicago, April 8-12, 2016. At the event, HCCC will receive an award as one of five community colleges in the United States being recognized as a transformational institution.*
- *The ribbon cutting for the reopening/relocation of the Bookstore is scheduled for Thursday, April 7<sup>th</sup>.*
- *The Board of School Estimate Meeting is scheduled for Thursday, April 7<sup>th</sup>.*
- *The Night at the Races - Foundation's fundraising event is scheduled for Friday, April 8<sup>th</sup>.*
- *The Georgia Brooks Breakfast is scheduled for Wednesday, April 27<sup>th</sup>, 8:00 a.m., Library, 71 Sip Avenue, Jersey City, NJ.*
- *Commencement is scheduled to take place at NJPAC, Thursday, May 19<sup>th</sup>.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of March 15, 2016 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 March 15, 2016 .

**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:** Bakari Lee

**SECONDED BY:** Jeanette Peña

**DATE:** April 5, 2016

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</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>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-5-16  
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  
March 15, 2016**

**MINUTES**

**PRESENT:** Kevin Callahan, Ingrid Rose Cooper, Student Alumni Representative, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, William Netchert, Harold Stahl and Monica Tone.

**ABSENT:** Karen Fahrenholz, James Fife, Trustee Emeritus, (ex officio), Jeanette Peña, and Adrienne Sires.

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

HCCC Staff and Visitors present were: Shannonine M. Caruana, Eric Friedman, Nadia Hedhli, Pamela Littles, John Marlin, Craig McLaughlin, Jennifer Oakley, Jeannie Pagano, Paula Pando, Vivyen Ray, Cathie Seidman, Chris Wahl, Christiane Warren, Lilisa Williams, Marcella Williams and Veronica Zeichner.

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

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

The regular meeting was called to order by William Netchert at 5:00 p.m. and roll called by Marcella Williams.

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

**IV. CLOSED SESSION - None**

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

President Gabert gave the following reports:

- Chris Wahl, Dean, Instruction and Arts, and John Marlin, Dean, STEM, introduced the following three faculty members who were on the agenda to receive tenure. (Attached). Chairman Netchert extended his congratulations.

- |                      |                          |
|----------------------|--------------------------|
| ○ Shannonine Caruana | Instructor of ESL        |
| ○ Nadia Hedhli       | Instructor of Biology    |
| ○ Craig McLaughlin   | Instructor of Psychology |

- President Gabert gave the following reports:

- The ribbon cutting for the reopening of the Bookstore is scheduled for Thursday, April 7<sup>th</sup>.



- Tuesday, March 16<sup>th</sup> – Dineen/Hull Gallery: Opening of the Leslie-Lohman exhibition "Looking Back/ Looking Forward: NYC's Gay Pride Parade 1979-1995." It will culminate with the Georgia Brooks Breakfast.
- Georgia Brooks Breakfast, Wednesday, April 27<sup>th</sup>, 8:00 a.m., Culinary Conference Center.

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular meeting of February 16, 2016.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Sponsorship for HCCC Foundation Marti Gras Event  
AGENCY: PSEG

PURPOSE OF GRANT: Provide funding for scholarships and gala

COLLEGE ADMINISTRATOR: Joseph Sansone / drafted and submitted by HCCC Grants Office

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$250.00

TITLE: Bridging the Gap Between Secondary and Post-Secondary Education for English Language Learners

AGENCY: USDOE

PURPOSE OF GRANT: The HCCC Grants Office and the Division of Social Sciences worked together in drafting this proposal, and we should be notified of an award, if chosen, by September. The grants is designed to provide funding for Professional Development activities between HCCC and the Kearny School District, as well as to provide scholarships for the HCCC ECE program.

COLLEGE ADMINISTRATOR: Robin Singer / Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$ 1.7 Million over five years

Introduced by: Bakari Lee

Seconded by: Kevin Callahan

7 Ayes.....0 Nays Resolution Adopted

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

1. Award of Media Services for Billboard Advertisements FY 16
2. Participation in the NJCCC Cloud ERP Consortium
3. Tuition & Fee Policy FY 17

Introduced by: Bakari Lee

Seconded by: Joanne Kosakowski

7 Ayes.....0 Nays Resolution Adopted



**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Pamela Scully	Chief Information Officer	3/24/2016
Jenny Nesenjuk	Acting Director Career Development	3/3/2016
Francis Dillon	Senior PC Technician	3/4/2016

**2. APPOINTMENT OF STAFF**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Ilya V. Ashmyan	Executive Director, Engineering & Operations	3/9/2016	\$120,000 (pro-rated)
Adele Merlino	Instructional Designer and Technologist	3/9/2016	\$57,000 (pro-rated)
Cristopher Jones	EOF Counselor	3/9/2016	\$42,000 (pro-rated)

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Destinymarie Alicea	Career & Transfer Counselor	3/9/2016	\$42,000 (pro-rated)
Aycha Edwards	CBI Coordinator	3/9/2016	\$38,000 (pro-rated)

**3. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Pamela Ubaldo Augustine	Instructor, Chemistry	1/25/2016	\$42,500 (pro-rated)

**4. MODIFICATION OF STAFFING TABLE FOR FY 16/17**

**SALARY ADJUSTMENTS:**

<u>NAME</u>	<u>FROM</u>	<u>TO</u>
Paula Pando	\$158,100	\$170,000

**Note:** This is an approved position. The salary is effective through June 30, 2017. The position of Vice President for Administrative Services was eliminated from the Staffing Authorization Table by action of the Board at its February, 2016 meeting. Oversight responsibilities for the Safety and Security Department and for the College Information Technology Office have been assigned to the Vice President for Student Services/North Hudson Campus.

**Title Change:**

**From:** Health Professions Employment Coordinator  
**To:** TAACCT Coordinator

**5. TENURE APPOINTMENTS- EFFECTIVE ACADEMIC YEAR 2016-2017:**

Shannonine Caruana	Instructor of ESL
Nadia Hedhli	Instructor of Biology
Craig McLaughlin	Instructor of Psychology

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MARCH 8– JUNE 30, 2016.**

**CONTINUING PART TIME HIRES**

**7. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2016**

Introduced by: Kevin Callahan  
Seconded by: Joanne Kosakowski  
7 Ayes.....0 Nays Resolution Adopted

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

**X. NEW BUSINESS**

**1. THE GRANTS DEVELOPMENT ASSOCIATION OF UNION CITY**

Introduced by: Bakari Lee  
Seconded by: Harold Stahl  
7 Ayes.....0 Nays Resolution Adopted

**XI. ADJOURNMENT 5:15 P.M.**

Introduced by: Kevin Callahan  
Seconded by: Joanne Kosakowski  
7 Ayes.....0 Nays Resolution Adopted



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

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

**1. Resolution Approving Change Orders for Natoli Construction Corporation**

*WHEREAS, there is a need to complete work associated with Stem Phase I: underground utilities and slab on grade. Contract time increase includes all additional work and delays to date (Change Order #001); and*

*WHEREAS, the contractor performing the work is Natoli Construction Corporation; and*

*WHEREAS, the contractor was awarded a contract through a bid process; and*

*WHEREAS, this change order emanates from that process; and*

*WHEREAS, the aforementioned change order require an increase not to exceed the amount of \$575,921; and*

*WHEREAS, the funding for this project and change order will be charged to Chapter 12 funds; and*

*WHEREAS, the Administration, Chairman of the Capital Project Advisory Committee and Finance Committee recommends approving this change order; and*

**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College recommends approving the contract amendment requests to increase the contract awarded to Natoli Construction Corporation in the amount not to exceed \$575,921, funded by Chapter 12 funds.

**2. Resolution Approving Change Orders for Molba Construction**

*WHEREAS, there is a need to complete additional work for the renovations located at 162 Sip Avenue to accommodate the Follett Bookstore. Previously authorized contract sum will be increased by (Change Order #002); and*

*WHEREAS, the contractor performing the work is Molba Construction; and*

*WHEREAS, the contractor was awarded a contract through a bid process; and*

*WHEREAS, this change order emanates from that process; and*

*WHEREAS, the aforementioned change order require an increase not to exceed the amount of \$9,782; and*

*WHEREAS, the funding for this project and change order will be charged to Chapter 12 funds; and*

*WHEREAS, the Administration, Chairman of the Capital Project Advisory Committee and Finance Committee recommends approving this change order; and*



**NOW THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College recommends approving the contract amendment requests to increase the contract awarded to Molba Construction in the amount not to exceed \$9,782, funded by Chapter 12 funds.

**3. 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 2017 cycle will make available to the College via the Chapter 12 Program up to One Million Five Hundred Fifty Thousand Dollars (\$1,550,000.00) for capital projects, plus additional funds in the amount up to One Million Five Hundred Fifty Thousand Dollars (\$1,550,000.00) to be covered by County or County Backed Bonds; as per Chapter 12 requirements; and

**WHEREAS**, the Chair of 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 Three Million One Hundred Thousand Dollars (\$3,100,000.00) 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 Capital Projects Advisory Committee, Administration, 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 One Hundred Thousand Dollars (\$3,100,000.00) 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: 870 Bergen Avenue and 162/168 Sip Ave Roof Replacement, 162 Sip Avenue - 2<sup>nd</sup> Floor Renovations, 70 Sip Ave. Projects, 253 Academy Street & 101 Tuers Ave Acquisition and North Hudson Projects, 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.

**4. Approval of 2015 Audit**

**REPORT/BACKGROUND:**

During 2016 an audit was conducted by Donohue, Gironda & Doria for the fiscal year June 30, 2015. A copy of the Audit/Financial Statements prepared by Donahue, Gironda & Doria was reviewed by the Finance Committee and HCCC Administration in March 2016 and a final copy was forwarded to the Board of Trustees.

The Administration and Finance Committee recommends the acceptance of the FY 2015 Audit.



**RECOMMENDATION:**

The Administration and the Finance Committee recommend that the Board of Trustees accept the FY 2015 Audit performed by Donahue, Gironda & Doria.

**5. Approval of the Operating Budget for Fiscal Year 2017**

**REPORT/BACKGROUND:**

The proposed College FY 17 Operating Budget is \$55,111,622. The budget by funding source is as follows:

<u>FUNDING SOURCE</u>	<u>AMOUNT</u>	<u>%</u>
Tuition & Fees	\$35,327,395	64%
County Appropriations	\$12,580,281	23%
State Appropriations	\$ 6,603,946	12%
Other Income	<u>\$ 600,000</u>	<u>1%</u>
	\$55,111,622	100%

The proposed budget is based on the following assumptions regarding funding sources:

- a) Tuition & Fees – will reflect flat enrollments but also increases in tuition rates and some fees.
- b) State Appropriations – are expected to be flat.
- c) County Appropriations – are estimated to increase 4% or 474,242
- d) Other Income – will account for 1% 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

**RECOMMENDATION:**

The Administration and the Finance Committee recommend that the Board of Trustees approve the FY 2017 Operating Budget in the amount of \$55,111,622.

**6. Resolution to Extend Cleaning Service Contract**

**WHEREAS**, the Hudson County Community College had entered into a contract for cleaning services with Maverick Building Services, Inc. and that contract has ended; and

**WHEREAS**, The College is in the process of re-bidding this contract and pursuant to N.J.S.A. 40A:11-15 can extend the contract upon consent of the parties; and

**WHEREAS**, the College and Maverick Building Services, Inc. seek to extend the contract on a month to month basis which contract shall end no later than June 30, 2016. This contract shall end upon the commencement of a new contract for cleaning services.



**WHEREAS,** *The Administration and Finance Committee recommend that the Board of Trustees approve this extension.*

**NOW THEREFORE BE IT RESOLVED,** *that the Board of Trustees does hereby authorize the extension of the contract with Maverick Building Services, Inc. on a month to month basis, but shall end no later than June 30, 2016, under the same terms of the prior contract.*

**BE IT FURTHER RESOLVED,** *Maverick shall be paid not to exceed \$1,025,000.00 for the cleaning services as billed on the monthly basis.*

**7. Purchase of Internet Services & VMWare FY 17**

**REPORT/BACKGROUND:**

*There is a need to provide network access and internet services to the College for Instructional and Administrative services. NJEDge is a part of the educational consortium in the state of New Jersey. The New Jersey President's Council has created NJEDge.Net, a non-profit corporation, to provide a broadband statewide network designed to enhance the teaching, research and public service missions of New Jersey's Colleges and Universities. The range of capabilities, resources and services offer economies of scale, provide expanded opportunities for integrating remerging technologies, and promote new forms of inter-instructional collaboration.*

*This private statewide infrastructure effectively "raises the bar" for high performance data, voice and video capabilities and extends the reach of higher education of off-campus learners, K-12, as well as corporate and community constituents.*

*Use of the Network and Internet has greatly increased at the College and has become critical to our students, faculty and administration. NJEDge.Net gives the College the opportunity to continue to increase the capacity and speed of the internet service to accommodate the increase in usage.*

**RECOMMENDATION:**

*The Administration and the Finance Committee recommend that the Board of Trustees approve the annual contract with NJED.ge.Net of Newark, New Jersey, to provide internet services to the College, at a cost of \$ 137,268.00 for FY17, to be funded from the operating budget.*



**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 7:** 1) Resolution Approving Change Orders for Natoli Construction Corporation; 2) Resolution Approving Change Orders for Molba Construction; 3) To Continue to Develop Property in the Journal Square Area for Permanent Use by the College; 4) Approval of 2015 Audit; 5) Approval of the Operating Budget for Fiscal Year 2017; 6) Resolution to Extend Cleaning Service Contract; 7) Purchase of Internet Services & VMWare FY '17.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Joanne Kosakowski

**DATE:** April 5, 2016

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</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>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-5-16  
Date

HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016

VIII. PERSONNEL RECOMMENDATIONS

1. TERMINATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Peter Vida	Associate Dean, Enrollment	3/4/2016

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

2. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
David Gonzalez	Purchasing & Scheduling Procurement Officer	7/31/2016

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Retirement 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>
Kenneth Watson	Senior PC Technician	4/5/2016	\$45,000.00 (pro-rated)

**Note:** This is an approved position. This is a replacement for Francis Dillon.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alejandra Ayala	Academic Lab Coordinator	4/5/2016	\$35,500.00 (pro-rated)

**Note:** This is an approved position. This is a replacement for Diana Perez.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jonathan Moncion	Custodial Supervisor	4/5/2016	\$33,000.00 (pro-rated)

**Note:** This is an approved position.



<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jose Acosta	Custodial Supervisor	4/5/2016	\$33,000.00 (pro-rated)

**Note:** This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Willie Shirer	PC Technician	4/5/2016	\$32,000.00 (pro-rated)

**Note:** This is a replacement for Hardik Sanghavi.

**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. PROMOTIONS FULL-TIME FACULTY ACADEMIC YEAR 2016-2017

##### REPORTS/BACKGROUND

##### **Effective Academic Year 2016-2017**

According to stipulations in the faculty collective bargaining agreement faculty members may apply for promotion to a higher academic rank to the Promotion Committee. Criteria for promotion shall include but not be limited to teaching effectiveness, contributions to the College, scholarly and professional achievement, and contributions to the community. A faculty member may not be promoted within three (3) years of the effective date of the last promotion. The Promotion Committee shall forward its recommendations through the Academic Vice President to the President for approval and presentation to the Board of Trustees. The contract stipulates the salary adjustment for those receiving promotions.

##### **From Instructor to Assistant Professor**

<u>Name</u>	<u>Discipline</u>	<u>Contractual Increase added to base salary</u>
Claudia Delgado	Academic Foundations (Math)	\$2,500.00
Evgeniya Kozlenko	English as a Second Language	\$2,500.00
Christopher Drew	Criminal Justice	\$2,500.00
Velino Joasil	Life Sciences	\$2,500.00
Catherine Sweeting	English	\$2,500.00



**From Assistant Professor to Associate Professor**

<b><u>Name</u></b>	<b><u>Discipline Area</u></b>	<b><u>Contractual Increase added to base salary</u></b>
Jeremiah Teipen	Fine Arts	\$3000.00

**From Associate Professor to Professor**

<b><u>Name</u></b>	<b><u>Discipline Area</u></b>	<b><u>Contractual Increase added to base salary</u></b>
Abdullah Matari	Life Science	\$3,500.00
Laurie Riccadonna	Fine Arts	\$3,500.00

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the promotions stipulated above with the concomitant base salary adjustment for an effective date of August 15, 2016 as outlined above as Personnel Recommendation Item No. 4.

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 5–JUNE 30, 2016.**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
BRODY	JACQUELINE	ADJ ACAD SUP SVCE	ACADEMIC WORKSHOP PRESENTER	ADJWP-150505	PAMELA BANDYOPADHY
BROWN	TIMOTHY	TESTING	TESTING ASSISTANT	TAIDE-200530	DARLERY FRANCO
CALLENS	DOMONIQUE	ACADEMIC AFFAIRS	OFFICE ASSISTANT	OFFAST-252010	ERIC FRIEDMAN
CHOO-YICK	ANTHONY	COMMUNITY EDUCATION	CE INSTRUCTOR	PTINST-102005	JENNIFER NAVAS
DHAVAL	NAIK	ITS	PC TECHNICIAN	PCTECH-253025	IDALIA CHICAS
FERNANDEZ	KATHERINE	ADVISEMENT COUNSELING	ADVISOR	ADVISOR-200510	SABRINA MAGLIULO
JOSEPH	KENNIA	COMMUNICATION	OFFICE ASSISTANT	OFFAST-254055	JENNIFER CHRISTOPHER
GILLIAM	TANYA	COMMUNITY EDUCATION	CE INSTRUCTOR	PTINST-102005	JENNIFER NAVAS
KDIRY	HOURIA	COMMUNITY EDUCATION	CE INSTRUCTOR	PTINST-102005	JENNIFER NAVAS
MERCADO	MARY	INSTRUCTION/ARTS	STUDENT ASSISTANT	STUAST-101005	CHRISTOPER WAHL
MOODY	LAURA	ADJ ACAD SUP SVCE	ACADEMIC WORKSHOP PRESENTER	ADJWP-150505	PAMELA BANDYOPADHYAY
ROOFE	SEAN	CULTURAL AFFAIRS	PROGRAM COORDINATOR	PROCORD-255011	MICHELLE VITALE
SAMBULA	LISA	COMMUNITY EDUCATION	CE INSTRUCTOR	PTINST-102005	JENNIFER NAVAS
SANDERS	INDRA	EVENING, WEEKEND& OFFSITE PROGRAMS	EVENING, WEEKEND OFFSITE ADMIN &	EWKADM-252010	MAYLINE TORRES
SMITH	DOMINIQUE	LEAP	COORDINATOR	CORDLP-252010	JACQUELYN DELEMOS



**CONTINUING PART TIME HIRES**

LAST NAME	FIRST NAME	DEPARTMENT	TITLE	POSITION ID	SUPERVISOR
AHMAD	SABEEN	DISABILITY SUPPORT SERVICES	READER	READER- 101015 101020 101030 101040 101041	KARINE DAVIS
COURTNEY	WILSON	ADVISEMENT COUNSELING	ADVISOR	ADVISOR- 200510	SABRINA MAGLIULO
NAIK	PRIYANKA	ACADEMIC AFFAIRS	RECORD KEEPER	RECKEEP- 252010	CHANIDA KATKANANT

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New & Continuing Part-Time Assignments listed above as Personnel Recommendation Item No.5.

**6. APPOINTMENT OF ADDITIONAL NEW HIRE ADJUNCTS SPRING 2016**

LAST NAME	FIRST NAME	DEPARTMENT
ADILI	GOLNAR	HUMANITIES
AKHOULLOU	MUSTAPHA	ENGLISH AS A SECOND LANGUAGE

**RECOMMENDATION:** The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Hire Adjuncts Spring for FY 2016 listed above as Personnel Recommendation Item No 6.

**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 1-6:** (1) Termination (2) Resignation (3) Appointment of Staff, (4) Promotions Full-Time Faculty for Academic Year 2016-2017 (5) Appointment of Additional New and Continuing Part-Time Hires (6) Appointment of Additional New Hire Adjuncts for Spring FY 2016.

**INTRODUCED BY:** Joanne Kosakowski

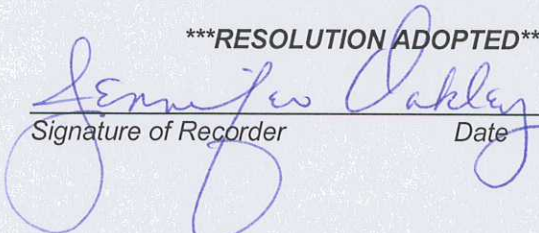
**SECONDED BY:** Jeanette Peña

**DATE:** April 5, 2016

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</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>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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


4-5-16  
 Signature of Recorder                      Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. Proposed Academic Calendar 2017-2018**

**REPORT/BACKGROUND**

HCCC proposes academic calendars for the period of Fall 2017 through Summer 2018 that outline registration periods, class start/end dates and other critical academic events, ensuring that HCCC students receive the full measure of instruction to which they are entitled. The calendars also specify critical administrative dates, e.g. Faculty/Staff Professional Development, deadlines for grade submission, etc. to facilitate smooth operations and aid faculty in making semester plans. The proposed calendars (Attachment I – a, b & c) provide timeframes for a regular 15-week semester and summer sessions. Future revisions and/or development of specific timeframes to facilitate innovative instructional delivery are inevitable.

**Proposed Academic Calendar 2017-2018 Highlights**

1. For Fall 2017, the calendar year does not permit the start of classes after Labor Day (September 4, 2017), therefore the Sat-Sun-Mon classes will start one week after other classes.
2. Fall College Service Day is scheduled on Wednesday, August 23, and All College Faculty Orientation on Monday, August 28.
3. Convocation is scheduled for Wednesday, September 27 when there will be no day classes and only classes starting 6:00PM or later will be held. Day classes on the Wednesday before Thanksgiving will be in session and there will be no classes beginning at or after 6:00 PM on that day.
4. Winter-Intersession 2018 classes start Wednesday, January 3 and end after the MLK holiday.
5. Spring College Service Day is scheduled on Wednesday, January 17, and All College Faculty Orientation on Thursday, January 18.
6. Spring 2018 classes start on Monday (January 22) not a Friday since the calendar allows the combining of Spring Recess with Easter Break (March 26- April 1).
7. Last day of classes/final exams is Monday, May 14 due to the Monday President's Holiday.
8. Summer I classes start Monday, May 22, one week before Memorial Day and end July 2.
9. Summer II classes start Monday, July 9 and end Tuesday, August 14. There is a 2-day interval between summer sessions, which allows more time for Summer II recruitment.

**RECOMMENDATION:**

The President and Administration recommend that the Board of Trustees approve the proposed HCCC Academic Calendar 2017-2018.



**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendation of the President and the Administration as outlined above in Item IX. **Academic and Student Affairs Recommendation:** 1) Proposed Academic Calendar 2017-2018.

**INTRODUCED BY:** Kevin Callahan

**SECONDED BY:** Jeanette Peña

**DATE:** April 5, 2016

Callahan, Kevin AYE

Fahrenheit, Karen ABSENT

Kenny, Roberta AYE

Kosakowski, Joanne AYE

Lee, Bakari AYE

Peña, Jeanette AYE

Sires, Adrienne ABSENT

Stahl, Harold AYE

Tone, Monica AYE

Netchert, William, Chair AYE

8 Ayes..... 0 Nay

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

Jennifer Oakley 4-5-16  
Signature of Recorder Date

## HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ FALL 2017

**Wednesday, August 23** College Service Day  
**Friday, August 25** Late registration begins  
**Monday, August 28** All College Faculty Meeting 6:00 PM

**Wednesday, August 30** Classes begin at HCCC

**Wednesday, August 30 – Tuesday, September 12** Add/Drop Period  
 (No classes can be added after two meetings)

**Saturday, September 2 – Monday, September 4** Labor day weekend - College closed

**Tuesday, September 12** Classes begin at High School sites

**Tuesday, September 19** Last day to add/drop – Bayonne & Kearny

**Wednesday, September 27** Convocation – no day classes

**Monday, October 2** Last day to file Degree Audit application  
 for December 2017 Graduation

**Monday, October 9** Columbus Day – Classes in session

**Thursday, October 19 – Wednesday, October 25** Mid-term exams/Advisement period

**Tuesday, October 31** Last day to submit Mid-term Advisory grades

**Wednesday, November 1** Spring 2018 registration begins

**Tuesday, November 7** Election Day – Classes in session

**Saturday, November 11** Veterans' Day – Classes in session

**Monday, November 13** In-person Spring 2018 Registration

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

**Wednesday, November 22** Day classes in session, no evening classes

**Thursday, November 23 – Sunday, November 26** Thanksgiving Recess – College closed

**Tuesday, December 12 – Monday, December 18** Last classes and/or final exams at HCCC including Off-Campus Centers

**Friday, December 22** Last day to submit final grades to the Registrar's Office

**Fall 2017 Registration**

**Starts April 1, 2017**

**Classes start August 30, 2017**

**Start Dates for Culinary Classes****Day Classes**

- Cycle I – August 30 – October 8
- Cycle II – October 9 – November 12
- Cycle III – November 13 - December 17

**Evening Classes**

- Cycle IV – August 30 – December 17

**Start Dates for High School Sites**

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

- Bayonne – September 12 (tentative)
- Kearny – September 12 (tentative)

**Start Dates for Online Sessions**

- 15-Week – August 30 – December 18
- Session A – August 30 – October 78
- Session B – October 25 – December 18

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

FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201-714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS  
 ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM, WCBS 880 AM, WOR 710 AM OR  
 LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU



## HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SPRING 2018

Wednesday, January 3 – Winter Intersession  
Thursday, January 18

Monday, January 15 Martin Luther King-College closed

Wednesday, January 17 College Service Day  
Late Registration begins

Thursday, January 18 All College Faculty Meeting 6:00 PM

**Monday, January 22** **Classes begin at HCCC**

Monday, January 22 – Add/Drop Period  
Monday, February 5 (No classes can be added after two meetings)

Tuesday, January 30 HCCC classes begin at High-School sites

Tuesday, February 6 Last Day to Add/Drop for High-School classes

Friday, February 16 Classes in Session - Administrative Offices closed

Monday, February 19 President's Day – No classes - College closed

Monday, March 12 – Mid-term exams/Advisement period  
Sunday, March 18

Thursday, March 22 Last day to submit Mid-term advisory grades to Registrar's Office

Monday, March 26 – Spring/Easter Recess – No Classes  
Sunday, April 1

Sunday, April 1 Summer & Fall 2018 Registration begins

**Monday, April 9** **Last day to complete official withdrawal from classes at HCCC**

**Tuesday, May 8 – Last classes and/or final exams including Off-Campus Centers**  
**Monday, May 14**

Friday, May 18 Last day to submit final grades to the Registrar's Office

**Tuesday, May 22** **Summer Session I begins**

Thursday, May 24 Commencement (tentative)

Monday, May 28 Memorial day – college closed

**Monday, July 9** **Summer Session II begins**

**Spring 2018 Registration**  
**Begins November 1, 2017**

**Classes start January 22, 2018**

**Start Dates for Culinary Classes**

**Day Classes**

- Cycle I – January 22 – February 24
- Cycle II – February 25 – April 7
- Cycle III – April 8 – May 13

**Evening Classes**

- Cycle IV – January 22 – May 13

**Start Dates for High-School Sites**

- Bayonne – January 30 (tentative)
- Kearny – January 30 (tentative)

**Start Dates for Online Sessions**

- 15-Week – January 25 – May 8
- Session A – January 28 – March 13
- Session B – March 28 – May 15

**SUMMER SESSIONS 2018**

- ❖ Summer I – May 22 – July 2
- ❖ Summer II – July 9 – August 14
- ❖ Summer online A – May 22 – July 9
- ❖ Summer online B – June 27 – August 15

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

**FOR SCHOOL CLOSING DURING INCLEMENT WEATHER CALL 201- 714-7100 AND LISTEN FOR RADIO ANNOUNCEMENTS ON WINS 1010 AM, WABC 770 AM, WMCA 570 AM, WADO 1280 AM, WVNJ 1160 AM and WOR 710 AM, OR LOG ONTO COLLEGE WEBSITE → WWW.HCCC.EDU**

# HUDSON COUNTY COMMUNITY COLLEGE ACADEMIC CALENDAR ❖ SUMMER 2018

## Summer Session I ✦ May 22 – July 2, 2018

Wednesday, May 16      Walk-in registration for Summer Sessions I & II

Tuesday, May 22      Classes begin, Summer Session I

Thursday, May 24      Commencement – No classes *(tentative)*

Tuesday, May 24      Last day to Add/Drop for Summer Session I

Monday, May 28      Memorial Day – College closed

Wednesday, June 20      Last day to withdraw from Summer Session I

Thursday, June 28      Final exams for Summer Session I  
& Monday, July 2

Wednesday, July 4      Independence Day Observed – College closed

Thursday, July 5      Last day to submit Summer I grades to the Registrar's Office

### SUMMER ONLINE CLASSES

➤ Summer A – May 22– July 9

➤ Summer B – June 26 – August 14

## Summer Session II ✦ July 9 – August 14, 2018

Monday, July 9      Classes begin, Summer Session II

Monday, July 9 –      EOF Summer Program for new students  
Thursday, August 16

Wednesday, July 11      Last day to Add/Drop for Summer Session II

Monday, July 23 –      Basic English Express Classes  
Friday, August 3

Friday, August 3      Last day to withdraw from Summer Session II

Monday, August 13 &      Final Exams, Summer II  
Tuesday, August 14

Friday, August 17      Last day to submit Summer II grades to the Registrar's Office

**Wednesday, September 5    Fall 2018 classes begin at HCCC (tentative) – After Labor Day**

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



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**X. NEW BUSINESS**

**1. AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR THE SALE OF COLLEGE PROPERTY**

**REPORT/BACKGROUND**

The redevelopment of Journal Square by the City of Jersey City potentially could be enhanced by the inclusion of some of College-owned property. Furthermore, this redevelopment is consistent with the overall goals of the College's strategic plan which was approved by the Board of Trustees at its January, 2016 meeting.

**RECOMMENDATION**

The President and Administration recommend that the President and his designees be authorized to enter into negotiations with the City of Jersey City regarding the sale of College-owned property in Journal Square, the results of any negotiations being subject to review by legal counsel and ratification by the Board of Trustees.

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the President and his designees are hereby authorized to negotiate with the City of Jersey City regarding the sale of College-owned property in Journal Square and that any terms that are negotiated shall be subject to review by legal counsel and ratification by the Board of Trustees.

**INTRODUCED BY:** Harold Stahl

**SECONDED BY:** Kevin Callahan

**DATE:** April 5, 2016

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</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>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-5-16  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**X. NEW BUSINESS**

**2. RESOLUTION TO RETAIN SPECIAL COUNSEL TO ADVISE AND ASSIST WITH THE  
DISPOSITION OF 25 PATHSIDE**

**REPORT/BACKGROUND**

The College has engaged in preliminary discussions with the City of Jersey City regarding the sale of 25 Pathside to the City for its eventual conversion to a museum and cultural center. Part of this property would be leased back to the College for a period of years until the College has developed or constructed and/or renovated an alternative facility that can accommodate the uses of that portion of the property that has been the subject of the leaseback agreement. There is a need for Counsel specifically retained to assist with these negotiations.

**RECOMMENDATION**

The President recommends that the Board of Trustees authorize the retention of the firm of McManimon, Scotland & Baumann, LLC in Roseland, New Jersey for these services.

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the firm of McManimon, Scotland & Baumann, LLC of Roseland, New Jersey be retained to provide legal services regarding the sale and leaseback of 25 Pathside for an amount not to exceed \$17,500.

**INTRODUCED BY:** William Netchert

**SECONDED BY:** Jeanette Peña

**DATE:** April 5, 2016

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</u>
Kenny, Roberta	<u>AYE</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>ABSENT FOR VOTE</u> Left the room during discussion
Peña, Jeanette	<u>AYE</u>
Sires, Adrienne	<u>ABSENT</u>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-5-16  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 5, 2016**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:38 P.M.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Kevin Callahan

**DATE:** April 5, 2016

Callahan, Kevin	<u>AYE</u>
Fahrenholz, Karen	<u>ABSENT</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>
Stahl, Harold	<u>AYE</u>
Tone, Monica	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-5-16  
Date