

**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 14, 2015**

**AGENDA**

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

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

**Trustees:**

Kevin G. Callahan  
Karen A. Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Glen Gabert - President  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Vice Chair  
William J. Netchert, Chair  
Jeanette Peña  
Adrienne Sires  
Harold Stahl

**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 14, 2015**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

Kevin Callahan	<u>PRESENT</u>
Karen A. Fahrenholz	<u>PRESENT</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>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  
April 14, 2015**

**III. COMMENTS FROM THE PUBLIC**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**IV. CLOSED SESSION**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

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

*Partnerships with Rutgers University, Dean Chris Wahl.*

*Overview of 2016 Budgets, Vice President Thomas Brodowski.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of March 10, 2015 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 10, 2015.

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

The College has made the following grant & contract proposals:

TITLE: College Readiness Now – Promoting Adjunct Faculty Development

AGENCY: NJ Council of County Colleges

PURPOSE OF GRANT: This award was made on 4/7/15, and it will fund the workshop presenters for the Adjunct Faculty Innovation in the Classroom Conference, which will consist of one full day of professional development workshops for adjunct faculty.

COLLEGE ADMINISTRATORS: Lilisa Williams / Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$ 500

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

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Jeanette Peña

**DATE:** April 14, 2015

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<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>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

Jeanette Peña  
Signature of Recorder

4-14-15  
Date

**ATTACHMENT A  
ITEM VI**

**Board of Trustees Meeting  
Mary T. Norton Room  
70 Sip Avenue, 4<sup>th</sup> Floor  
Jersey City, NJ**

**REGULAR MEETING --- BOARD OF TRUSTEES  
March 10, 2015**

**MINUTES**

**PRESENT:** Kevin Callahan, Glen Gabert, (ex officio), Roberta Kenny, Joanne Kosakowski, Bakari Lee, Jeanette Peña, and Harold Stahl

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

**ABSENT:** Karen Fahrenholz, James Fife, Trustee Emeritus, (ex officio), William J. Netchert, and Adrienne Sires

HCCC Staff and Visitors present were: Thomas Brodowski, John Delooper, Dorothea Graham King, Pamela Littles, Randi Miller, Patricia Murphy, Ismael MI Randazzo, Qamar Raza, Pam Scully, Cathie Seidman, Eveny Twadyos, Carol Van Houten, Christopher Wahl, Lilisa J. 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 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**

Dr. Gabert reported that the HCCC Foundation has established merit scholarships (4 awards for \$10,000 per year, a \$40,000 total) for students transferring to Saint Peter's University upon graduation. He reminded the trustees that SPU had taken the first steps by setting up a program about four years ago which discounted Saint Peter's to the state university rate for students transferring to the University immediately after graduation. A significant number of our students have taken advantage of this extraordinary opportunity. A ceremony marking the establishment of the HCCC Foundation SPU Scholarship has been scheduled for March 11th.

The President noted that HCCC is one of four US community colleges that will be recognized for exceptional diversity programs by the American Association of Community Colleges at its annual meeting in April. He also noted that the annual meeting of Phi Theta Kappa was being held immediately preceding AACC, and that Vice President for Academic Affairs Eric Friedman was being presented with a leadership award by PTK.

Dr. Gabert announced that former NJ Governor James McGreevy would be the keynote speaker at the Georgia Brooks Stonewall Celebration Breakfast on April 23rd.

Dr. Gabert then discussed the plans for accreditation of the North Hudson Higher Education Center as a full-campus with degree-giving authorization. He reminded the Board this had been an institutional focus goal. Dr. Paula Pando then made a presentation reviewing the history of the North Hudson Center, reporting on its current operations, and then explaining the significance of this kind of accreditation. The notes for Dr. Pando's presentation are attached. At the April board meeting, the trustees will be asked to ratify the application for campus accreditation. The Middle States Association may act on the application as early as June 30th.

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular meeting of February 17, 2015.
2. Gifts, Grants and Contract Reports – None

Introduced by: Joanne Kosakowski

Seconded by: Kevin Callahan

6 Ayes.....0 Nays Resolution Adopted

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

1. Award of a Vendor to Purchase Display Cases for the Library in Jersey City and North Hudson;
2. Award to Upgrade the O.I.T, Server Virtualization Environment;
3. Award to Architectural/Engineering Firm for Additional Scope of Work at 870 Bergen Avenue Radiology Suite

Introduced by: Joanne Kosakowski

Seconded by: Jeanette Peña

6 Ayes.....0 Nays Resolution Adopted

**VIII. PERSONNEL RECOMMENDATIONS (As Amended)**

**1. RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Kadeedra Jennings	Secretary, Center for Online Learning	03/02/2015
Joseph Torturelli	Director of Facilities	03/05/2015
Randi Miller	Executive Director, Human Resources	03/20/2015



**2. APPOINTMENT OF STAFF**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Israel Chia	Manager of Web & Portal Services	3/11/2015	\$55,000 (pro-rated)
Eric Weaver	EOF Counselor	3/11/2015	\$38,000 (pro-rated)
Maria Guzman	Secretary, Social Sciences	3/11/2015	\$30,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rachid Bouayad	Instructor, STEM	2/27/2015 5/31/2015	\$20,000 (pro-rated)

**4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES:  
MARCH 11– JUNE 30, 2015.**

Last Name	First Name	Department	Title	Position ID
Ramirez	Victoria	Academic Affairs	Office Assistant	OFFAST-252010
Hunter	Doian	Community Education	PT Instructor	PTINST-102005
Cruz	Felix	Culinary Arts	Dishwasher	CULDDW-101030
Martinez Davila	Gladis	Culinary Arts	Dishwasher	CULDDW-101030
Tacsa	Yisela	Culinary Arts	Dishwasher	CULDDW-101030
Cid	Alexander	Disability Support Services	Notetaker/Reader	READER-VARIOUS DEPT
Vo	Loan Thi Hoang	Enrollment Services	Office Assistant	OFFAST-200525
Balbi	Yismenia	NHHEC	Office Assistant	OFFAST-252030
Dribki	Yassine	STEM	Lab Assistant	LABAST-101015

**CONTINUING PART TIME HIRES**

<b>Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Title</b>	<b>Position ID</b>
Londono	Sergio	Academic Foundations - Math	SI Leader	GRATUT-601061-TV2
Cruz	Michelle	Academic Foundations - Math	Office Assistant	OFFAST-101041
Larios	Francis	Communications	Office Assistant	OFFAST-254055
La Russo	Faith	Disability Support Services	Notetaker/Reader	READER-VARIOUS
Miranda	Roberto	EOF	Writing Tutor	EOFTUT-603001
Salem	Heba	Tutorial	Tutor	TUTOR-150505

**5. MODIFICATION OF STAFFING TABLE FY15**

**ADD TITLE:**

*USDOL TAACCCT Grant Coordinator, Grant Funded Position*

*Introduced by: Harold Stahl*

*Seconded by: Jeanette Peña*

*6 Ayes.....0 Nays*

*Resolution Adopted*

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. PROPOSED ACADEMIC CALENDAR 2016-2017**

*Introduced by: Kevin Callahan*

*Seconded by: Harold Stahl*

*6 Ayes.....0 Nays*

*Resolution Adopted*

**X. NEW BUSINESS - None**

**XI. ADJOURNMENT 5:35 P.M.**

*Introduced by: Jeanette Peña*

*Seconded by: Kevin Callahan*

*6..... Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

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

**1. Approval of 2014 Audit**

**REPORT/BACKGROUND:**

During 2014 an audit was conducted by Donohue, Gironda & Doria for the fiscal year June 30, 2014. A copy of the Audit/Financial Statements prepared by Donahue, Gironda & Doria was reviewed by the Finance Committee and HCCC Administration on March 26, 2015 and a final copy was forwarded to the Board of Trustees.

The Chief Financial Officer recommends the acceptance of the FY 2014 Audit.

**RECOMMENDATION:**

The President, the Administration and the Finance Committee recommend that the Board of Trustees accept the FY 2014 Audit performed by Donahue, Gironda & Doria.

**2. Approval of the Operating Budget for Fiscal Year 2016**

**REPORT/BACKGROUND:**

The proposed College FY 16 Operating Budget is \$53,249,875.00. 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	\$33,930,890	64 %
County Appropriations	\$12,106,039	23 %
State Appropriations	\$ 6,603,946	12 %
Other Income	<u>\$ 600,000</u>	<u>1 %</u>
	<b>\$53,240,875</b>	<b>100 %</b>

The proposed fiscal year 2016 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 flat enrollments but also increases in tuition rates and some fees.
- b) State Appropriations – are expected to increase modestly based on prior year enrollment.
- c) County Appropriations – are estimated to increase 2% or \$ 357,471.00.
- 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 President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the FY 2016 Operating Budget in the amount of \$ 53,240,875.00.*

**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 2016 cycle will make available to the College via the Chapter 12 Program up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) for capital projects, plus additional funds in the amount up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) 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 Dollars (\$3,000,000.00) 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, 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 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 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, 25 Pathside, 162-168 Sip Avenue, 70 Sip Ave., and 2 Enos Place, 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. Award of a Vendor for the Purchase of Seven (7) Cam/Sim Lab and Debried A/V Support System**

**WHEREAS**, the College has a need to purchase a custom designed 7 Cam/5Mic Sim-Lab and Debrief for the new Care Point facility pursuant to the Business Entity Disclosure Process; and

**WHEREAS**, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500, but not to exceed \$22,000.00; and

**WHEREAS**, CSAV Systems, LLC is the recommended vendor; and

**WHEREAS**, the Vice President of Administrative Services and the Capital Projects Advisory Committee recommends this purchase; and

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

**WHEREAS**, the cost of this purchase will be funded from the Chapter 12 budget; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve CSAV SYSTEMS, LLC of Colts Neck, New Jersey as a pay-to-play certified vendor as described herein; and

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

**5. Cisco Core Network Upgrade**

**REPORT/BACKGROUND:**

There is a need for the College to replace the aging core network infrastructure .This upgrade will improve the network backbone as new technology has increased the demand on the network.

Johnston Communication of Kearny, New Jersey, is the chosen vendor to do this upgrade (note: Johnston Communication is a State approved vendor, State Contract number M-7000/87720 ). The total cost of this upgrade is \$398,487.57.

The Vice President of Administrative Services and the Chief Information Officer approve this purchase.

**RECOMMENDATION:**

The President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee recommend that the Board of Trustees approve Johnston Communication, of Kearny, New Jersey, to provide the upgrade of the Cisco Core Network, at a total cost of \$398,487.57, to be funded from Chapter 12 funds.

## **6. Fiber Renewal and Upgrade**

### **REPORT/BACKGROUND:**

*There is a need for the College to renew and upgrade the existing fiber infrastructure to accommodate the new 10GB bandwidth and higher to better serve the College community.*

*Johnston Communication of Kearny, New Jersey, is the vendor that has had the Fiber Optic Cable plant here at Hudson County Community College (note: Johnston Communication is a State approved vendor, State Contract number T-1778/85152 ). The total cost of this Five (5) year contract is \$ 1,242,480.00 and a onetime fee of \$57,678.50 for the GBIC hardware to inter-connect the building to the new core network infrastructure.*

*The Vice President of Administrative Services and the Chief Information Officer approve this purchase.*

### **RECOMMENDATION:**

*The President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee recommend that the Board of Trustees approve Johnston Communication, of Kearny, New Jersey, to provide the upgrade at a total cost of \$ 1,300,158.50, to be funded from Chapter 12 funds.*

## **7. Award for General Construction Services at 870 Bergen for the new Nursing and Radiography Facilities**

### **REPORT/BACKGROUND:**

*There is a need to renovate existing facilities (approximately 14,000 square ft.) on the first and second floor of 870 Bergen Avenue for the new Nursing and Radiography programs.*

*The bids were received and opened on April 8, 2015 and the low bid was from Molba Construction of Little Ferry, New Jersey, for \$1,619,612.00.*

<b><u>VENDOR</u></b>	<b><u>BID AMOUNT</u></b>
<i>Molba Construction, Little Ferry, NJ</i>	<i>\$1,619,612</i>
<i>Gargiulo Construction, Jersey City, NJ</i>	<i>\$1,817,000</i>
<i>Hall Building Corp., Farmingdale, NJ</i>	<i>\$1,898,000</i>

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

### **RECOMMENDATION:**

*The President, the Vice President of Administrative Services, the Capital Projects Advisory Committee, and the Finance Committee recommend that the Board of Trustees approve the award for general construction services at 870 Bergen Avenue for the new Nursing and Radiography facilities to Molba Construction of Little Ferry, New Jersey, at a cost not to exceed \$1,619,612.00, funded from Chapter 12 funds and pending legal review and approval.*

**8. Award of a Lease for Additional Space at 26 Journal Square, Jersey City, N.J. for Relocation of Various Departments in Support of Facility Projects Related to the Strategic Facility Master Plan**

**WHEREAS**, the College has a need for additional space to relocate some departments for expansion of the college bookstore, nursing and radiography programs and the new STEM facility; and

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

**WHEREAS**, the duration of this rental space is 41 months at \$14,296.00 monthly rate or \$586,136.00 over the 41 month span (which includes a construction allowance of \$80,000.00) therefore, the total cost is \$ 506,136.00; and

**WHEREAS**, the Vice President of Administrative Services recommends this award; and

**WHEREAS**, the cost of this purchase will be funded from the Operating budget; and

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve this award; and

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

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, the Capital Projects Advisory Committee and the Finance Committee as outlined in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 - 8:** 1) Approval of 2014 Audit, 2) Approval of Operating Budget for FY 2016, 3) To Continue to Develop Projects in Journal Square (Chapter 12 funding), 4) Award of a Vendor for the Purchase of a Seven (7) Cam/Sim-Lab & Debrief A/V Support System, 5) Cisco Core Network Upgrade, 6) Fiber Renewal and Upgrade, 7) Award for General Construction Services at 870 Bergen for the New Nursing and Radiography Facilities, 8) Award of a Lease for Additional Space at 26 Journal Square for Relocation of Various Departments in Support of Facility Projects Related to the Strategic Facility Master Plan

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Karen Fahrenholz

**DATE:** April 14, 2015

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-14-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RETIREMENT**

**REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>
Alus Green	Manager Purchasing Services	6/30/2015

**RECOMMENDATION:**

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

**2. RESIGNATION**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>
Glenda Almeida	Assistant Controller	4/30/2015

**RECOMMENDATION:**

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

**3. MODIFICATION OF STAFFING TABLE**

**REPORTS/BACKGROUND**

**TITLE CHANGE:**

From: Director of Enrollment & Services  
To: Executive Director of North Hudson Higher Education Center

From: Associate Dean of Research and Planning  
To: Dean of Research and Planning

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modification of the Staffing Table effective April 15, 2015 listed above as Personnel Recommendation Item No 3.*



#### **4. 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>
Ana Chapman	Dean of Non-Traditional Programs	4/15/2015	\$95,000 (pro-rated)

**Note:** This is a replacement for Jennifer Dudley.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Heather DeVries	College Lecturer, Humanities	4/15/2015	\$55,000 (pro-rated)

**Note:** This is an approved confidential, non-aligned position.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Shawn O' Neill	Associate Director, Student Financial Assistance	4/15/2015	\$53,000 (pro-rated)

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

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Mayelin Torres	Coordinator, Evening/Weekend And Off-sites Programs	4/15/2015	\$40,000 (pro-rated)

**Note:** This is a replacement for Mariam Ali.

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Pegah Sorour	Secretary, STEM	4/15/2015	\$30,000 (pro-rated)

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

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
Yeurys Pujols	Executive Director of North Hudson Higher Education Center	4/15/2015	\$79,000

##### **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. 4.

#### **5. REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2015-2016**

##### **REPORTS/BACKGROUND**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Title</u></b>
Bach	Alison	Instructor, English
Caruana	Shannonine	Instructor, ESL

Cuellar	Salvador	Instructor, Psychology
Foster	Allen	Instructor, Business
Gallo	Joseph	Instructor, Humanities/Theatre
Hamer	Robert	Instructor, Hospitality Management
Hedhli	Nadia	Instructor, Biology
Mahmood	Azhar	Instructor, Chemistry
McLaughlin	Craig	Instructor, Psychology
McRae	Lester	Instructor, Accounting
Mittleman	Marc	Instructor, Accounting
Plukett	Brian	Instructor, AF English
Singer	Robin	Instructor, Education
Stephenson*	Linda	Instructor, ESL (non-renewal up in December 2015)
Rossilli	Denise	Instructor, Human Services
Van Gehnt	Johanna	Instructor ESL
Ye	Xiojin	Instructor AF Math

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Reappointment of Full-Time Non-Tenured Faculty Academic Year 2015-2016 above as Personnel Recommendation Item No. 5.

**6. TENURE APPOINTMENTS- EFFECTIVE ACADEMIC YEAR 2015-2016:**

**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 2015-2016.

Claudia Delgado	Instructor of Academic Foundation Math
Christopher Drew	Instructor of Criminal Justice
Velino Joasil	Instructor of Biology

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Tenure Appointments effective Academic Year 2015-2016 above as Personnel Recommendation Item No. 6.

**7. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 15 – JUNE 30, 2015.**

Last Name	First Name	Department	Title	Position ID
Bilson	Angela	ADJ Academic Support Services	Tutor	TUTOR-150505
Behman	Natalie	ADJ Academic Support Services	Academic Workshop Presenter	ADJWP-150505
Brown	Theresa	ADJ Academic Support Services	Academic Workshop Presenter	ADJWP-150505
Moreno	Andrea	ADJ Academic Support Services	Tutor	TUTOR-150505
Del Rosario	Doriann	Arts & Sciences	B2B Externships	B2BSTU-101005
McKeon	Jeffrey	Arts & Sciences	B2B Externships	B2BSTU-101005
Coleman	Michael	Arts & Sciences	B2B Externships	B2BSTU-101005
Bacani	Renylene	Arts & Sciences	B2B Externships	B2BSTU-101005
Marulandda	Anthony	Communications	PT Graphics Assistant	OFFAST-254055
Torres-Cotto	Mayra	Culinary Arts	Dishwasher	CULDDW-101030
Friedman	Marci	Disability	Sign Language Interpreter	SIGNLAU-VARIOUS
Fink	Samantha	Disability	Sign Language Interpreter	SIGNLAU-VARIOUS
Mahmoud	Mona	Enrollment Services	Enrollment Support Assistant	OFFAST-200525
Rojas	Gabriela	Human Resources	Office Assistant	OFFAST-253020
Pu	Jennie	Library	Librarian	PTLRN-150510
Sivaram	Shobika	STEM	Lab Assistant	LABAST-101015
LaGyerre	Michael	Student Activities	Program Assistant	PROAST-701000

**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. 7.*

**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 1-7:** (1) Retirement, (2) Resignation, (3) Modification of Staffing Table, (4) Appointment of Staff (5) Reappointment of Non-Tenured Full-Time Faculty Academic Year 2015-2016 (6) Tenure Appointment Effective Academic Year 2015- 2016, and (7) Appointment of Additional New & Continuing Part-Time Hires.

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Kevin Callahan

**DATE:** April 14, 2015

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

4-14-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**X. NEW BUSINESS**

**1. RESOLUTION NAMING ROOM L-427 IN HONOR OF THE LATE CHARLES EPPS, JR.**

**BACKGROUND**

*Dr. Charles Thomas Epps, Jr. was a native of Hudson County, and he died on March 17, 2015 at the age of 70. His career included more than 40 years of distinguished service as a public school teacher and administrator in Jersey City. From 1988 to 2005 he served as a member of the Board of Trustees of the Hudson County Community College. During nine of those years he was the Chairman. He was a consistent and passionate advocate for students and committed to assuring access to a college education for all those who had the ability to benefit from it. His career and service to the College was a paradigm for HCCC students, and he made a positive difference in the lives of countless residents of Hudson County.*

**RECOMMENDATION**

*The Administration in consultation with the Executive Committee of the Board of Trustees recommends that a room in the Library Building be named in honor of Dr. Epps.*

**RESOLUTION**

**NOW, THEREFORE, BE IT RESOLVED THAT** Room L-427 on the fourth floor of the College Library Building be now and hereafter be designated the Charles Epps, Jr. Lecture Hall and that appropriate signage be developed and installed in recognition of this designation.

**INTRODUCED BY:** Board as a Whole

**SECONDED BY:** Board as a Whole

**DATE:** April 14, 2015

Callahan, Kevin	<u>AYE</u>
Fahrenheit, Karen	<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>
Stahl, Harold	<u>ABSENT</u>
Netchert, William, Chair	<u>AYE</u>

7 Ayes..... 0 Nay

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

Signature of Recorder

Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**X. NEW BUSINESS**

**2. AUTHORIZATION TO SEEK CAMPUS STATUS FOR NORTH HUDSON CENTER**

**BACKGROUND**

*The College began to provide programs and services at an attendance center in West New York to serve the northern part of Hudson County in 1981. In 2011 the College moved these operations into a purpose-built facility in Union City. This facility was designed to be an entire campus under one roof including: 21 classrooms, science labs, a mac graphic design lab, language labs, an enrollment center, a bookstore, a library, a student lounge, community events spaces, and an outdoor courtyard and rooftop terrace. There are currently fourteen full-time faculty in seven disciplines assigned to the North Hudson Center as well as full-time counselors, librarians, support staff and also adjunct faculty. Headcount enrollments represent almost 3,000 students or 30% of the overall student population—a 100% increase over the past five years.*

*College operations at North Hudson are designated by the Middle States Commission on Higher Education as constituting an “attendance center”. The upgraded designation of “campus status” by the Commission would permit HCCC to offer complete degree programs in Union City without requiring students to come to Journal Square for programs or services. Initially, the College would offer associates degrees in general liberal arts, early childhood education, elementary/secondary education, and psychology. Additional degree options could be added within a relatively brief period of time. Campus status would be of significant benefit to students enrolled at the Union City Campus. There would be no significant additional cost to the College. The achievement of campus status has been an ongoing focus goal established by the Board.*

*Over the past year, staff in consultation with college constituents, members of the Academic and Student Affairs Committee of the Board, representatives of the New Jersey Commission on Higher Education, and the Middle States Commission on Higher Education have developed the necessary documents for submission for consideration for conferral of campus status. The submission is formally referred to by Middle States as a Substantive Change Application. At their March, 2015 meeting a formal presentation was made to the Board on the implications of receiving campus status.*

**RECOMMENDATION**

*The Administration in consultation with the Academic and Student Affairs Committee recommends that the Board authorize the President to formally submit a Substantive Change Application.*

**RESOLUTION**

**NOW, THEREFORE, BE IT HEREBY RESOLVED THAT** the Board of Trustees authorizes and directs the President to submit on or before May 1, 2015 a Substantive Change Application with the Middle States Commission on Higher Education formally changing the designation of the North Hudson Higher Education Center to the Hudson County Community College Campus in North Hudson.

**INTRODUCED BY:** William Netchert

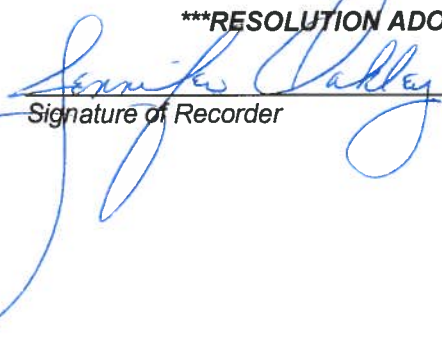
**SECONDED BY:** Karen Fahrenholz

**DATE:** April 14, 2015

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

7 Ayes..... 0 Nay

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

  
Signature of Recorder

4-14-15  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**X. NEW BUSINESS**

**3. SETTLEMENT OF DOBCO, INC. Vs. HCCC**

**WHEREAS**, Dobco, Inc., filed a civil action against the College for alleged breach of contract; and

**WHEREAS** Dobco, Inc. and HCCC entered into binding arbitration to settle the dispute and release and hold harmless all of the parties involved; and

**WHEREAS**, the Vice President of Administrative Services, the Chief Financial Officer and Legal Counsel recommends approval of the payments;

**NOW THEREFORE, BE IT RESOLVED** by the Hudson County Community College Board of Trustees as follows: The Board of Trustees does hereby approve and authorizes counsel to finalize all appropriate agreements and documents to effect the settlement of litigation, and the payment of the sum of \$ 1,246,809.95 to Dobco, Inc. and reimbursement for \$ 28,474.27 in arbitration fees to the American Arbitration Association (AAA) as payment in full of all claims.

**INTRODUCED BY:** William Netchert

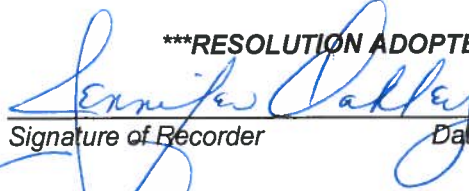
**SECONDED BY:** Karen Fahrenholz

**DATE:** April 14, 2015

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

7 Ayes..... 0 Nay

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

  
Signature of Recorder

4-14-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**X. NEW BUSINESS**

**4. Motion to Reschedule May 12<sup>th</sup> HCCC Board of Trustees Meeting.**

A motion was made to reschedule the May 12<sup>th</sup> HCCC Board of Trustees Meeting to take place on Tuesday, May 19, 2014 at the Culinary Conference Center, 161 Newkirk Street, Jersey City, NJ at 5:00 P.M.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Karen Fahrenholz

**DATE:** April 14, 2015

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

7 Ayes..... 0 Nay

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

  
Signature of Recorder

4-14-15  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
April 14, 2015**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 5:35 P.M.

**INTRODUCED BY:** Bakari Lee

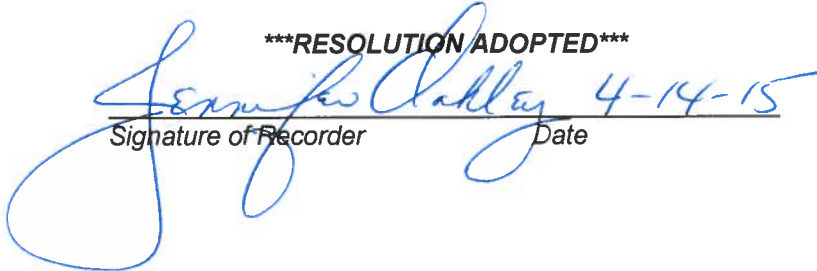
**SECONDED BY:** Kevin Callahan

**DATE:** April 14, 2015

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

7 Ayes..... 0 Nay

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

  
\_\_\_\_\_  
Signature of Recorder                      Date