

HUDSON COUNTY COMMUNITY COLLEGE
Culinary Conference Center
161 Newkirk Avenue
Jersey City, NJ 07306
5:00 P.M.

Regular Meeting--Board of Trustees
May 14, 2013

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Karen A. Fahrenholz, Secretary/Treasurer
James Fife
Glen Gabert - President
Shannon Gallagher
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Jeanette Peña
Adrienne Sires
Katia Stack
Alfred Zampella

III. COMMENTS FROM THE PUBLIC Mr. Netchert

IV. CLOSED SESSION (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS Dr. Gabert

1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS Dr. Gabert

VIII. PERSONNEL RECOMMENDATIONS Dr. Gabert

IX. ACADEMIC AND STUDENTS AFFAIRS Dr. Gabert

X. NEW BUSINESS Mr. Netchert

XI. ADJOURNMENT Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Karen A. Fahrenholz	<u>PRESENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Shannon Gallagher, Student Alumni Representative, 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>ABSENT</u>
Adrienne Sires	<u>PRESENT</u>
Katia Stack	<u>ABSENT</u>
Alfred Zampella	<u>PRESENT</u>

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

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

III. COMMENTS FROM THE PUBLIC

Dr. Lloyd Kahn, Professor of Life Sciences and President of the Professional Association, thanked the President and Board of Trustees for approving the promotions of eight faculty members. He also expressed thanks for submitting the bond applications for the new Science Center.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

RESOLUTION

WHEREAS, the members of the Board of Trustees deem it necessary to suspend the order of the agenda;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees agrees to suspend the order of the agenda.

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: May 14, 2013

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>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley 5-14-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

IV. CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 23; P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist;

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

1) the public shall be excluded from discussion of and action upon the hereinafter specified subject matter(s)

2) the general nature of such matter(s) to be discussed is as follows:

Personnel

3) it is anticipated at this time that the above stated subject matter(s) will be made public if final action is to be taken, or when the privilege of confidentiality no longer attaches;

4) this resolution shall take effect immediately.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Bakari Lee

DATE: May 14, 2013

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>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley 5-14-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Chairman Netchert congratulated College staff for HCCC's nomination by the American Association of Community Colleges for its accomplishments in the area of student success. It was one of 5 U.S. colleges singled out by AACC.

Dr. Gabert thanked the faculty Professional Association for its generous offer to help support marketing enrollment.

Dr. Gabert reminded trustees that the N.J. Ethic Disclosure Statements had to be completed on-line by May 31st.

Dr. Gabert announced details regarding graduation. Commencement is scheduled for Thursday, May 23rd, 6:00 pm at New Jersey Performing Arts Center (NJPAC). 800 students are expected to graduate. The commencement speaker will be J. Noah Brown, President and Chief Executive Officer, Association of Community College Trustees. The Heritage Award will be presented to Kenneth Lindenfelser, Sr., former Mayor of Kearny and Chair of the West Hudson Scholarship Committee. The benediction will be given by Major Charles Kelly of the Salvation Army. A reception after commencement will be held at President Gabert's home.

Dr. Gabert also reported that very preliminary enrollment numbers for the fall 2013 are not encouraging.

Dr. Gabert thanked the Freeholders for approving the operating and capital budgets for FY2014. He also thanked them for a special \$125,000 appropriation for the Hudson County Government (Freeholder) Scholarship.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of April 9, 2013 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of April 9, 2013.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: CBI Career Opportunities Training Program

AGENCY: Hudson County Department of Family Services, Jersey City Employment & Training Program

PURPOSE OF GRANT: Designed to provide heightened awareness of and enrollment in HCCC/CBI occupational training programs.

COLLEGE ADMINISTRATOR: Ana Chapman-McCausland

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$96,000

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: May 14, 2013

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>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Senay D. Oakley
Signature of Recorder

5-14-13
Date

ATTACHMENT A
ITEM VI - REGULAR MONTHLY REPORTS

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

REGULAR MEETING --- BOARD OF TRUSTEES
April 9, 2013

MINUTES

PRESENT: Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Shannon Gallagher, Roberta Kenny, Joanne Kosakowski, Bakari Lee, and Adrienne Sires

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

ABSENT: William Netchert, Jeanette Peña, Katia Stack, and Alfred Zampella

HCCC Staff present were: Angel Ayala, Casey Colledo, Jeffrey DeMuro, Jennifer Dudley, Ramsey Evelencia, Michael Ferlise, Eric Friedman, Alison Friazs, Dorothea Graham King, Lloyd Kahn, Kitty Mazarella, Frank Mercado, Pat Murphy, Jennifer Oakley, Denise Phillips, Ismael Randazzo, Qamar Raza, Ellen Renaud, Maria Schirta, Cathie Seidman, John Sommer, Mary Lynn Townsley, Carol Van Houten, and Marcella Williams.

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

SUSPEND THE ORDER OF THE AGENDA

Introduced by: James Fife

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION – To discuss Personnel and Litigation

Introduced by: James Fife

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

The Board went into closed session. After reconvening under new business, the Board voted to affirm the Non-Reappointment of Jeffrey Demuro, ESL Instructor.

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Dr. Gabert reported on the following:

President Gabert noted that Trustee Emeritus Joseph Cundari recently died at the age of 98. At Trustee Lee's request, there was a moment of silence in Cundari's memory.

The President also brought to the attention of the Board that the FY 2014 operating budget on the agenda reflected a projected revenue increase of only 2%, which was less than the unanticipated increase of such non-discretionary expense items such as utilities and employee benefits.

John Sommer, Vice President for Finance, then gave a budget overview.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. *The Minutes of the Regular meeting of March 12, 2013.*
2. *Gifts, Grants and Contract Reports*

The College has made the following grant & contract proposals:

TITLE: Muslim Journeys Bookshelf – Let's Talk About It

AGENCY: National Endowment for the Humanities

PURPOSE OF GRANT: The College has submitted an application proposing to facilitate five discussion sessions relevant to the Muslim Journeys Bookshelf grant.

COLLEGE ADMINISTRATOR: John Delooper

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: 0

TITLE: Deploying Science in the Culinary Arts: A Multidisciplinary Approach in Creating a 21st Century Workforce

AGENCY: United States Department of Agriculture

PURPOSE OF GRANT: The College has submitted an application to create new programs and designate students for scholarships in these programs within the Culinary Arts Institute

COLLEGE ADMINISTRATOR: Ryan Martin

COLLEGE CONTRIBUTION: 0

AWARD AMOUNT: \$199,922

Introduced by: Karen Fahrenholz

Seconded by: Adrienne Sires

6 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

- 1) *Award of Auditing Services for FY 13,*
- 2) *Purchase of Furniture for the Ceramics Lab at the North Hudson Education Center,*
- 3) *Purchase of Instructional Technology,*
- 4) *Award of Rooftop Ductwork Repair Vendor for 870 Bergen Avenue for FY 13,*
- 5) *Purchase of Three (3) Dell Servers,*

- 6) Purchase of LCD Projectors & Installation,
7) Renewal of College's Distance Learning License Agreement for FY 13, and
8) Approval of the Operating Budget for Fiscal Year 2014.

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

Resolution Adopted

VIII.

PERSONNEL RECOMMENDATIONS

1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Damian Prince	Instructor, Accounting	6/15/2013

2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jennifer Rodriguez	Leap Coordinator	4/10/2013	\$40,000 (pro-rated)

3. REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2013-2014

Last Name	First Name	Title
Bach	Alison	Instructor, English
Bel Haj Abdallah	Mohamed	Instructor, Computer Science
Biebrich Jr.	Robert	Instructor, ESL
Caniglia	Joseph	Instructor, AFD(English)
Caruana	Shannonine	Instructor, ESL
Delgado	Claudia	Instructor, AFD(Math)
Drew	Christopher	Instructor, Criminal Justice
Dunovant	Denise	Instructor, Psychology
Egan	Sean	Instructor, AFD(English)
Eaton	Joseph	Instructor, Chemistry
Foster	Allen	Instructor, Business
Hedhli	Nadia	Instructor, Biology
Joasil	Velino	Instructor, Biology
McLaughlin	Craig	Instructor, Psychology
Mittleman	Marc	Instructor, Accounting

Netta	Michael	Instructor, Business
Stephenson	Linda	Instructor, ESL
Sweeting	Catherine	Instructor, English
Twersky-Winslow	Elana	Instructor, Business
Willis	Julie	Instructor, English

4. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: APRIL 10, 2013 – JUNE 30, 2013.

Last Name	First Name	Department	Title
Quedding	Erika	Advisement & Counseling	PT Advisor
Randazzo	Ismael	Center for Business & Industry	CBI Instructor
Edwards	Letisha	Center for Business & Industry	CBI Instructor
Yashayeva	Samaya	Center for Business & Industry	PT Office Assistant
Kyser	Bernard	Community Education	Dishwasher
Jakubowski	William	Community Education	Dishwasher
Allen	Dorcas	Enrollment Services	Student Ambassador
Pacheco	Aja	EOF	Tutor
Fayyaz	Faiza	Health, Science & Technology	SI Leader/Tutor
Patel	Nishaben	IT	Lab Assistant
Cintron	Johnathan	Library	Clerical Assistant

Introduced by: James Fife

Seconded by: Adrienne Sires

6 Ayes.....0 Nays

Resolution Adopted

5. COLLECTIVE BARGAINING AGREEMENT BETWEEN HUDSON COUNTY COMMUNITY COLLEGE AND THE HUDSON COUNTY COMMUNITY COLLEGE SUPPORT STAFF FEDERATION.

Introduced by: Karen Fahrenholz

Seconded by: James Fife

6 Ayes.....0 Nays

Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS

1. New Degree Program: Associate in Science – Radiography
(Partnership program with Christ Hospital School of Radiography)

2. New Degree Program: Associate in Science – Environmental Studies

Introduced by: Karen Fahrenholz

Seconded by: James Fife

6 Ayes.....0 Nays

Resolution Adopted

3. Proposed Academic Calendar 2014-2015

Introduced by: Karen Fahrenholz

Seconded by: James Fife

6 Ayes.....0 Nays

Resolution Adopted

X. NEW BUSINESS

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

Introduced by: James Fife

Seconded by: Adrienne Sires

6 Ayes.....0 Nays

Resolution Adopted

2. Resolution Rejecting All Bids for Security Services Contract

Introduced by: Adrienne Sires

Seconded by: James Fife

6 Ayes.....0 Nays

Resolution Adopted

3. Motion to affirm the Non-Reappointment of Jeffrey DeMuro, ESL Instructor.

Introduced by: James Fife

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

XI. ADJOURNMENT 5:50 P.M.

Introduced by: James Fife

Seconded by: Karen Fahrenholz

6 Ayes.....0 Nays

Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Purchase of Paint, Painting Supplies & Repair Parts for FY 13

REPORT/BACKGROUND:

There is a need to purchase paints, painting supplies and repair parts during the year.

A bid was advertised in the Star Ledger and the Jersey Journal on Tuesday, March 19, 2013 and Wednesday, March 20, 2013. There were two (2) bids requested and one (1) vendor responded:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Tsigonia Paint Sales	Jersey City, N.J.	\$33,099.85

The Vice President of Operations recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve Tsigonia Paint Sales of Jersey City, New Jersey, to provide paint, paint supplies and repair parts, at a total cost not to exceed \$33,099.85, to be funded from the operating budget.

2. Purchase of Instructional Technology

REPORT/BACKGROUND:

The Hudson County Community College Grants Department and ITS Department have identified a need for the purchase of Data cabling technology. To best serve HCCC students through the acquisition of Data cabling, the HCCC Grants Office is proposing to purchase the technology necessary to equip the conversion of the Ceramics Lab to a Computer Lab at N414, North Hudson Higher Education Center.

The Title V 2013 Grant, under activity two, will be used to fund this purchase.

The ITS Department has solicited and approved a quote from Johnston Communications for Data cabling and miscellaneous equipment at a cost of \$15,413.80. Johnston Communication is a State Contract Vendor, State contract number T1316 – A42285.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of Data cabling and miscellaneous equipment from Johnston Communications of Kearny, New Jersey, at a cost not to exceed \$15,413.80. The Title V 2013 Grant, under activity two, will be used to fund this purchase.

3. Purchase of Instructional Technology

REPORT/BACKGROUND:

The Hudson County Community College Grants Department and ITS Department have identified a need for the purchase of Network Switch technology. To best serve HCCC students through the acquisition of Network Switches, the HCCC Grants Office is proposing to purchase the technology necessary to equip the conversion of the Ceramics Lab to a Computer Lab at N414, North Hudson Higher Education Center.

The Title V 2013 Grant, under activity two, will be used to fund this purchase.

The ITS Department has solicited proposals from approved suppliers: 1) GHA Technologies, Quote 596528, \$21,393.28 and 2) CDWG Quote 1BBYCMX, \$20,957.64 for the purchase of Cisco switches.

Cisco is a State Contract vendor number 83083 and CDW is a authorized reseller.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of Cisco Network Switches from CDWG of Chicago, Illinois, at a cost not to exceed \$20,957.64. The Title V 2013 Grant, under activity two, will be used to fund this purchase.

4. Purchase of Culinary Mixers

REPORT/BACKGROUND:

The Hudson County Community College Culinary Arts Department has identified a need to purchase five (5) Culinary Mixers. The mixers will be purchased from the Culinary Depot of Lakewood, New Jersey, at a total cost of \$9,555.85.

The Perkins Grant will be used to fund this purchase.

The Vice President of Academic Affairs recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of five (5) culinary mixers from the Culinary Depot of Lakewood, New Jersey, at a total cost of \$ 9,555.85. The Perkins Grant will be used to fund this purchase.

5. Renewal of Dental Care Insurance for Fiscal Year 2014

REPORT/BACKGROUND:

There is a need to renew the College Dental Care Plan. For the past fourteen (14) years, the College has been served by Delta Dental. There are approximately 280 employees, including three (3) unions in the plan, and the annual cost is \$285,190. Delta proposed a one (1) year contract renewal with no change in premiums:

Rates

One party	\$ 44.47
Two Party	\$ 80.28
Three Party	\$ 147.73

The Human Resources Executive Director recommends this purchase.

RECOMMENDATION:

The President, the Administration, the Finance Committee and the Personnel Committee recommend that the Board of Trustees approve a contract renewal with Delta Dental for one (1) year period commencing July 1, 2013 through June 30, 2014, at the above rates. The cost will be funded through the operating budget.

6. Renewal of Contract for Student Collection Services

REPORT/BACKGROUND:

Although the majority of HCCC students receive financial aid, there is still a need for the College to engage collection services concerning delinquent student accounts.

There is a need to select collection firms which will perform in a professional manner while remaining sensitive to situations and circumstances unique to HCCC students. The firm of Allied Account Services of Bellmore, NY has provided collection services for student delinquent accounts for more than (20) twenty years. The firm will continue to provide the same rates offered for their services:

*Primary placements	33.33%
Secondary placements	50%
Legal rate (if applicable)	50%
Forward rate	50%

** Primary placements are defined as accounts that have not been placed previously with another third party entity for collections and have delinquency dates of less than 15 months.*

The Chief Financial Officer recommends this renewal.

RECOMMENDATION:

The President and the Administration recommend that the Board of Trustees approve a contract renewal with Allied Account Systems of Bellmore, PA for the collection of student delinquent accounts.

7. Purchase of Apple Mac Books and Apple TVs

REPORT/BACKGROUND:

The Hudson County Community College Grants Department has identified a need to purchase three (3) Mac Books with three (3) Pro plans and four (4) Apple TV's and four (4) Pro Plans. All items are being purchased from Apple Inc. of Austin, Texas, at a total cost of \$7,136.00.

The Grants Department will fund this purchase.

The Chief Information Officer and the Vice President of Development recommend this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of three (3) Mac Book and four (4) Apple TV's with accompanying Pro Plans from Apple Inc. of Austin, Texas, a total cost of \$ 7,136.00. The Grants Department will fund this purchase.

8. Purchase of Apple Ipad Covers

REPORT/BACKGROUND:

The Hudson County Community College Grants Department has identified a need to purchase ninety (90) Apple Ipad covers . The covers will be purchased from Apple Inc. , Austin, Texas, at a total cost of \$4,410.00.

The Grants Department will fund this purchase.

The Chief Information Officer and the Vice President of Development recommend this award.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of ninety (90) Apple Ipad covers from Apple Inc. of Austin, Texas, at a total cost of \$ 4,410.00. The Grants Department will fund this purchase.

9. Purchase of Instructional Supplies

REPORT/BACKGROUND:

The Hudson County Community College Grants Department and the Health, Science, and Technology Division have identified a need to purchase various models for the science and life labs. To best serve HCCC students through the acquisition of instructional supplies, the HCCC Grants Office is proposing to purchase these models with Perkins Grant Funding.

Quotes have been solicited from: 1) Ward's Natural Science of Rochester, New York, at a cost of \$17,553.55 and 2) Welch, of Arlington Heights, Illinois, at a cost of \$21,286.15. Ward's Natural Science is the lesser of the two quotes.

The Vice President of Academic Affairs recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of the science models from Ward's Natural Science of Rochester, New York, at a total cost of \$17,553.55. The Perkins Grant will fund this purchase.

10. Purchase of Apple Service and Maintenance Agreement

REPORT/BACKGROUND:

The Hudson County Community College ITS Department has identified a need to purchase a Service and Maintenance Agreement (Apple Care OS Support-Select). The service agreement will be purchased from Apple Inc. of Austin, Texas, at a total cost of \$4,796.00.

The Chief Information Officer recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of a Service and Maintenance Agreement from Apple Inc. of Austin, Texas, at a total cost of \$ 4,796.00, to be funded from the operating budget.

11. Purchase of Accuplacer Exams

REPORT/BACKGROUND:

The Hudson County Community College Testing Department has a need to purchase 17,273 Accuplacer exams. The needed exams will be purchased from The College Board (Sole Source) of New York, New York, at a total cost of \$30,300.00.

This purchase will be funded from the general fund. (Note: the College Board is listed on the Exempt list)

The Vice President of Student Affairs recommends this purchase.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 17,273 Accuplacer exams from the College Board of New York, New York, at a total cost of \$30,300.00, to be funded from the operating budget.

12. Award of Media Services for Billboard Advertisements for FY 14

WHEREAS, as part of the plan to increase visibility and create a media image, it is proposed that the College continue an outdoor billboard campaign for twelve (12) months. Signs will be placed on billboards throughout Hudson County at one (1) location in Jersey City and one (1) bilingual in North Hudson; and

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

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

WHEREAS, the anticipated term is fiscal year 2014; and

WHEREAS, CBS Outdoor, Inc. of Fairfield, New Jersey has submitted a quote indicating that they will provide the billboard media advertising for the sum of \$ 73,463.00; Note: This is a sole source vendor and the design for the campaign will be provided by the College's Communication Department; and

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

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

NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into a contract with CBS Outdoor Inc. of Fairfield, New Jersey, 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

13. Purchase Security Consultant Services

REPORT/BACKGROUND:

There is a need to hire a Security Consulting Company to assess current security practice, future staffing needs and address the security needs resulting from additional facilities.

There were twenty-three (23) bids requested and eight (8) vendors responded:

<u>Vendor</u>	<u>Location</u>	<u>Bid Amount</u>
Transystems	Paramus, NJ	\$27,588
Stevens Associates	Red Bank, NJ	\$39,500
Burns & McDonnell	East Hanover, NJ	\$41,850
RMA	Raleigh, NC	\$48,035
Atriade	Jersey City, NJ	\$55,190
The K Street Group	Asbury, NJ	\$68,000
Quality Protection	NY, NY	\$73,395
Blackjacket Group	Bloomfield, NJ	\$136,200

The Vice President of Operations recommends this purchase.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve Transystems of Paramus, New Jersey, to provide Security Consulting Services at a total cost not to exceed \$27,588, to be funded from the operating budget.

RESOLUTION:

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 – 13:** 1) Purchase of Paint, Painting Supplies & Repair Parts for FY 13; 2) Purchase of Instructional Technology; 3) Purchase of Instructional Technology; 4) Purchase of Culinary Mixers; 5) Renewal of Dental Care Insurance for Fiscal Year 2014; 6) Renewal of Contract for Student Collection Services; 7) Purchase of Apple Mac Books & Apple TV's; 8) Purchase of Apple Ipad Covers; 9) Purchase of Instructional Supplies; 10) Purchase of Apple Service & Maintenance Agreement; 11) Purchase of Accuplacer Exams; 12) Award of Media Services for Billboard Advertisements for FY 14, and 13) Purchase Security Consultant Services.

INTRODUCED BY: Bakari Lee

SECONDED BY: James Fife

DATE: May 14, 2013

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>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

Signature of Recorder

Date

5-14-13

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

VIII. PERSONNEL RECOMMENDATIONS

1. RESIGNATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Nicole Behman	Coordinator, Non-Credit Programs	5/17/2013

RECOMMENDATION:

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

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sivajini Gilchrist	Instructor of Environmental Science	8/15/2013	\$36,000 (pro-rated)

Note: This is a new position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Alice Frazier	HSS Site Coordinator	5/15/2013	\$40,000 (pro-rated)

Note: This is a replacement for Tonisha Taylor. This is a grant funded position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Karen O'Malley	Executive Director, Non-Credit Programs	5/15/2013	\$72,500 (pro-rated)

Note: This is a replacement for Robert Fairchild.

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. REAPPOINTMENT OF NON-TENURED FULL-TIME FACULTY ACADEMIC YEAR 2013-2014

Last Name	First Name	Title
Rossilli-Knapp	Denise	Instructor, Human Services

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 2013-2014 as outlined above as Personnel Recommendation Item No. 3.

4. FACULTY PROMOTIONS**REPORTS/BACKGROUND****Effective Academic Year 2013-2014**

Faculty members may apply for promotion to a higher academic rank with commensurate salary to the Promotion Committee. Criteria 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.

From Instructor to Assistant Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Jeremiah Teipen	Fine Arts	\$2,500.00

Note: Promotion effective August 15, 2013.

From Assistant Professor to Associate Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Laurie Riccadonna	Fine Arts	\$3,000.00
Syeda Jesmin	ESL/Bilingual	\$3,000.00
Abdallah Matari	Life Sciences	\$3,000.00

Note: Promotions effective August 15, 2013.

From Associate Professor to Professor

<u>Name</u>	<u>Discipline</u>	<u>Increase added to base salary</u> (per contract)
Elena Gorokhova	ESL/Bilingual	\$3,500.00
Patricia Jones-Lewis	English	\$3,500.00
Ferdinand Orock	Mathematics	\$3,500.00
Nancy Booth	ESL/Bilingual	\$3,500.00

Note: Promotions effective August 15, 2013.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Faculty Promotion above as Personnel Recommendation Item No 4.

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: MAY 14, 2013
– JUNE 30, 2013.**

Last Name	First Name	Department	Title
Ortiz	Brenda	ADJ Academic Support Services	Tutor
Rubinsky	Brian	ADJ Academic Support Services	Tutor
Appuliese	Rebecca	ADJ Academic Support Services	Tutor
Coleman	Qaadara	ADJ Academic Support Services	Tutor
Paul	Youri	ADJ Academic Support Services	Tutor
Pereyra	Fabiana	ADJ Academic Support Services	Tutor
Maza	Esteban	ADJ Academic Support Services	Tutor
Orock	Leo	ADJ Academic Support Services	Tutor
Jaikissoon	Martha	ADJ Academic Support Services	Tutor
Davis	Dolores	ADJ Academic Support Services	Tutor
Malik	Zain	ADJ Academic Support Services	Tutor
Silva	Diana	ADJ Academic Support Services	Tutor
Sacaquirin	George	ADJ Academic Support Services	Tutor
Beboe	Kerrief	ADJ Academic Support Services	Tutor
Bautista	Sophia	ADJ Academic Support Services	Tutor
Crasto	Eroisha	ADJ Academic Support Services	Tutor
Ibrahim	Marina	ADJ Academic Support Services	Tutor
Mahmoud	Sherif	ADJ Academic Support Services	Tutor
Javed	Mohamad	ADJ Academic Support Services	Tutor
Moreno	Andrea	ADJ Academic Support Services	Tutor
Acebo-Macias	Oscar	ADJ Academic Support Services	Tutor

Singh	Neetu	ADJ Academic Support Services	Tutor
Robertson	Laura	ADJ Academic Support Services	Tutor
Gonzalez	Ynes	ADJ Academic Support Services	Tutor
Fayyaz	Faiza	ADJ Academic Support Services	Tutor
Mehta	Kajal	ADJ Academic Support Services	Tutor
Nguyen	Dat	ADJ Academic Support Services	Tutor
Lawrence	Nicholson	ADJ Academic Support Services	Tutor
Li	Bosen	ADJ Academic Support Services	Tutor
Das	Debapriya	ADJ Academic Support Services	Tutor
Gondal	Ammara	ADJ Academic Support Services	Tutor
Ambrocio	Ferdy	ADJ Academic Support Services	Tutor
Patel	Manali	ADJ Academic Support Services	Tutor
Colicchio	Roy	ADJ Academic Support Services	Tutor
Agresta	Janet	ADJ Academic Support Services	Tutor
Escalante	Jenny	Arts and Sciences	Office Assistant
Carvajal	Alexandra	Disability Support Services	Notetaker/Reader
Griffith	Amira	Disability Support Services	Sign Language Interpreter
Elshafey	Mohamed	Health, Science & Technology	Lab Assistant

RECOMMENDATION:

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

6. MODIFICATIONS OF STAFFING TABLE EFFECTIVE MAY 14, 2013.

REPORTS/BACKGROUND

Add Title:

Director, Health Information Technology Program (grant funded position)

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Modification of Staffing Table above as Personnel Recommendation Item No. 6.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-6:** (1) Resignation, (2) Appointment of Staff, (3) Faculty Promotions, (4) Reappointment of Full-Time Non-Tenured Faculty Academic Year 2013-2014, (5) Appointment of Additional New Part-Time Hires, and (6) Modification of Staffing Table Effective May 14, 2013.

INTRODUCED BY: James Fife

SECONDED BY: Joanne Kosakowski

DATE: May 14, 2013

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>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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

Jennifer Oakley 5-14-13
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

IX. ACADEMIC AND STUDENT AFFAIRS - None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

X. NEW BUSINESS

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
May 14, 2013**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:18 P.M.

INTRODUCED BY: James Fife

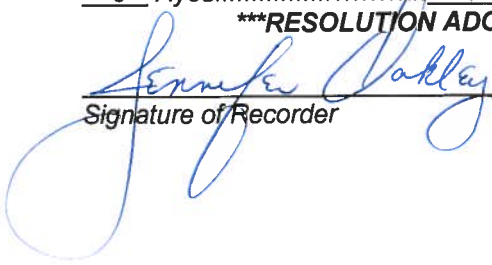
SECONDED BY: Karen Fahrenholz

DATE: May 14, 2013

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>ABSENT</u>
Sires, Adrienne	<u>AYE</u>
Stack, Katia	<u>ABSENT</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

8 Ayes..... 0 Nay

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


Signature of Recorder

5-14-13
Date