

**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**  
**September 13, 2011**

**AGENDA**

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

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

**Trustees:**

Joseph Cundari, Trustee Emeritus  
Karen A. Fahrenholz  
James Fife  
Glen Gabert - President  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Secretary/Treasurer  
Aja Moore, Student Alumni Representative, ex-officio  
William J. Netchert, Chair  
Adrienne Sires, Vice Chair  
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  
September 13, 2011**

**CALL TO ORDER**

**I. FLAG SALUTE**

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

**Trustees:**

Joseph Cundari, Trustee Emeritus, ex-officio	<u>ABSENT</u>
Karen A. Fahrenholz	<u>PRESENT</u>
James Fife	<u>PRESENT</u>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>ABSENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>ABSENT</u>
Aja Moore, Alumni Representative, ex-officio	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Adrienne Sires, Vice Chair	<u>PRESENT</u>
Katia Stack	<u>PRESENT</u>
Alfred Zampella	<u>PRESENT</u>

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

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

**III. COMMENTS FROM THE PUBLIC**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

Motion to Suspend the Order of the Agenda.

**INTRODUCED BY:** James Fife

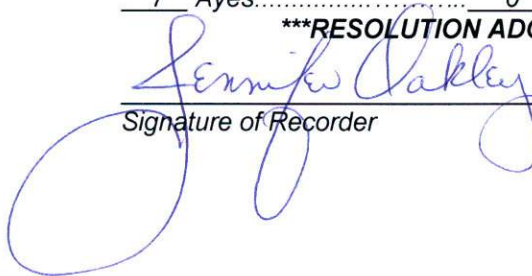
**SECONDED BY:** Adrienne Sires

**DATE:** September 13, 2011

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

7 Ayes..... 0 Nay

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

  
Signature of Recorder

9-13-2011  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

**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:

Contractual and Legal Issues

- 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:** Katia Stack

**SECONDED BY:** Adrienne Sires

**DATE:** September 13, 2011

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

9-13-2011  
Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

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

Dr. Gabert noted on the following:

Update on enrollment: The final headcount figure would represent an increase of about 2%. While this apparently is one of the few increases among county colleges this fall, it is a lower increase than in past years.

The West Hudson Pioneers Club Scholarship Meeting will take place on Thursday, September 15<sup>th</sup>.

A reception is planned for full-time regular staff that have joined the College since August, 2010. It will be held on Friday, October 14<sup>th</sup>.

Dr. Paula Pando, Vice President for the North Hudson Higher Education Center and Student Affairs, commented on the program for the grand opening of the new facility scheduled for Wednesday, September 28<sup>th</sup>.

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

The Minutes of the Regular Meeting of August 16, 2011 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 August 16, 2011.

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

The College has made the following grant & contract proposals:

TITLE:	Transitional College – Summer Bridge Program
AGENCY:	PNC Bank Foundation
PURPOSE OF GRANT:	An application was submitted to the PNC Foundation to Support express remediation programs for incoming students
COLLEGE ADMINISTRATOR:	Ryan Martin
AMOUNT:	\$20,761
COLLEGE CONTRIBUTION:	0
DATES OF GRANT:	7/1/12 – 2/1/12

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

**INTRODUCED BY:** Katia Stack

**SECONDED BY:** Adrienne Sires

**DATE:** September 13, 2011

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

7 Ayes..... 0 Nay  
\*\*\*RESOLUTION ADOPTED\*\*

Jennifer Oakley 9-13-2011  
Signature of Recorder 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  
August 16, 2011**

**MINUTES**

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

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

**PRESENT:** Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Joanne Kosakowski, Bakari Lee, William Netchert, Adrienne Sires, Katia Stack and Alfred Zampella.

**ABSENT:** Joseph Cundari, Trustee Emeritus, (ex officio), Roberta Kenny, and Aja Moore, ex officio) Student Alumni Representative,

Counsel to the Board: Sean Dias, Esq. for Scarinci & Hollenbeck

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

HCCC staff and visitors present were: Idalia L. Chicas, Eric Friedman, Lloyd Kahn, Bill Macchi, Randi Miller, Patrick Moore, Ferdinand Orock, Ismael Randazzo, Qamar Raza, Cathie Seidman, John Sommer, Joe Torturelli, and Vincent Zicoello.

**III. COMMENTS FROM THE PUBLIC**

Cathie Seidman, Assistant Professor of Criminal Justice spoke about 1) Union Negotiations - paying into health care benefits; and 2) 2013 Academic Calendar – change in Spring Break loss of holiday.

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) said his main concern was to negotiate a viable contract.

Sean Dias, Esq. noted that issues pertaining to negotiations should not be brought before the Board.



**IV. CLOSED SESSION – None**

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

*Dr. Gabert reported on the following:*

*The North Hudson Center facility in West New York has shut down. And the North Hudson Higher Education Center in Union City is open and registration has begun.*

*North Hudson Education Center Grand Opening, September 28<sup>th</sup>*

*College In-Service - August 18<sup>th</sup> and Convocation – August 19<sup>th</sup>*

*There will be approximately 600 faculty this fall.*

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular Meeting of June 14, 2011.

2. Gifts, Grants and Contract Reports - None

Introduced by: Katia Stack

Seconded by: Adrienne Sires

8 Ayes.....0 Nays

Resolution Adopted

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

1. Award of Benefits Consultant Services for Human Resources FY 12,
2. Renewal of Dental Care Insurance for FY 12 & FY 13,
3. Award of Auditing Services for FY 2011,
4. Renewal of Library/LRC Periodical, Serial & Journal Subscriptions FY 12,
5. Purchase of Elevator Maintenance Service Vendor,
6. Award of Annual Software Maintenance Vendor Agreement for FY 2012,
7. Award of Media Theater Tickets Vendor for the College,
8. Purchase of Liability and Casualty Insurance FY 12,
9. Renewal of On-Call Architectural/Engineering Services for FY 2012,
10. Renewal of Student Accident & Sickness Insurance Program for FY 12,

11. Resolution Authorizing Rental Room Location Agreements Between Hudson County Community College, Compass Group USA D/B/A Flik International Corp (FLIK, and O Positive, LLC,
12. Resolution Authorizing Amendment Number Two to Management Agreement Between Hudson County Community College and Compass Group USA D/B/A Flik International Corp (FLIK)
13. Report of the Facilities Committee for construction oversight.

Introduced by: Katia Stack

Seconded by: Adrienne Sires

8 Ayes.....0 Nays

Resolution Adopted

#### **VIII. PERSONNEL RECOMMENDATIONS**

##### **1. RETIREMENTS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Stanley Dabrowski	Instructor of Business	07/01/2011
Dr. Abegail Douglas-Johnson	Vice President of Academic Affairs	08/14/2011

##### **2. RESIGNATIONS**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Marita Esposito	Counselor, Career & Transfer Services	06/27/2011
Brian DiNuzzo	Head Tutor, English	07/01/2011
Walter Alex Henderson	Counselor	07/07/2011
Arjelia Garcia	Human Resources Assistant	07/15/2011
Nermine Hanna	Counselor	07/18/2011
Catherina Mirasol	Administrative Assistant	07/28/2011
Chae Sweet	Associate Professor	07/31/2011

### 3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Damian Prince	Instructor, Accounting	08/15/2011	\$36,000 (pro-rated)
Gabriella Spinnato	Counselor	08/17/2011	\$38,000 (pro-rated)
Idalia Chicas	Academic Lab Manager	08/17/2011	\$45,000 (pro-rated)
John Delooper	Librarian (NHC)	08/17/2011	\$42,000 (pro-rated)
Oliva Montero	Library Clerical Assistant- Patron Services (NHC)	08/17/2011	\$25,000 (pro-rated)

### 4. TEMPORARY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Kareena Garcia	Instructor, English	08/15/2011 12/22/2011	\$18,000 (pro-rated)
Craig McLaughlin	Instructor, Psychology	08/15/2011 12/22/2011	\$18,000 (pro-rated)
Jacob Rosen	Instructor, Chemistry	08/15/2011 12/22/2011	\$18,000 (pro-rated)
Lisa Todd	Instructor, English (Academic Foundations)	08/15/2011 12/22/2011	\$18,000 (pro-rated)
George Garneau	Instructor, English (Academic Foundations)	08/15/2011 12/22/2011	\$18,000 (pro-rated)
Joanna Karnicka	Instructor, ESL	08/15/2011 12/22/2011	\$18,000 (pro-rated)
Jo Rosa Rio	Instructor, ESL	08/15/2011 12/22/2011	\$18,000 (pro-rated)

### 5. TEMPORARY CONSULTANT ASSIGNMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Frank Bosco	Consultant	08/17/2011 11/28/2011	\$100.00/hr (Total cost: \$10,000)

**Note:** Consultation, assessment of current Ceramics lab and its needs (North Hudson Campus).



**6. MODIFICATIONS OF STAFFING TABLE EFFECTIVE AUGUST 16, 2011**

<u>Name</u>	<u>Title Change</u>	<u>Annual Salary</u>
Maureen Sheridan	<b>FROM:</b> TFT Assistant to the VP for Academic Affairs <b>TO:</b> Director of College Life	\$70,000

**7. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: AUGUST 17, 2011 - JUNE 30, 2012**

Last Name	First Name	Department	Title
Patel	Dharmin	Enrollment Services	Student Ambassador
Yadav	Jay	Enrollment Services	Student Ambassador
Rosen	Jacbo	Health Science & Technology	Temporary Lab Technician
Alberto	Grisel Maria	Information Technology	Instructional Lab Assistant
Ayala	Alejandra	Information Technology	Instructional Lab Assistant
Cruz	Rosa	Information Technology	Instructional Lab Assistant
Gonzalez	Stephanie	Information Technology	Instructional Lab Assistant
Marquez	Martha	Information Technology	Instructional Lab Assistant
Ruiz	Nasbill	Information Technology	Instructional Lab Assistant
Tadros	David	Information Technology	Instructional Lab Assistant
Luk	Jonathan	Instructor	Community Education
Rios	Emir	Lab Assistant	Library
Cruz Guevara Jr.	Ramon	Library	Library Clerical Assistant
Chen	Sian	Library	Librarian
Finnegan-Hurley	Mary	Library	librarian
Patel	Kiran	Library	Librarian
Scherler	Kate	Library	Librarian
Watson	Horace	Security Coordinator	Security & Safety
Schall	Douglas	Tutorial Services	Tutor
Taylor-Tate	Dominique	Tutorial Services	Tutor
Villafane	Melissa	Tutorial Services	Tutor

Introduced by: James Fife

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted



**8. HUDSON COUNTY COMMUNITY COLLEGE NON-DISCRIMINATION/ANTI-HARASSMENT POLICY**

Introduced by: Katia Stack

Seconded by: Adrienne Sires

8 Ayes.....0 Nays

Resolution Adopted

**9. APPOINTMENT OF ADJUNCT FACULTY POOL FOR THE 2011-2012 ACADEMIC YEAR**

Introduced by: Katia Stack

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS**

1. Rental of New Jersey City University's Laboratory for HCCC Microbiology and Ecology Classes;
2. Renewal of a Separate Memorandum of Understanding Between: (A) HCCC and Bayonne Medical Center School of Nursing and (B) HCCC and Christ Hospital School of Nursing for the AS Cooperative Nursing Program; and (C) HCCC and Liberty Health Care System - Jersey City Medical Center for the AAS and Certificate Paramedic Science Program;
3. 'Affiliate Faculty' Status for (A) the Nursing Instructors at Bayonne Medical Center School of Nursing and Christ Hospital School of Nursing – Partner Institutions for HCCC's A.S. Cooperative Nursing Program; and for (B) the Paramedic Science Instructors at Jersey City Medical Center, Partner Institution for HCCC's A.A.S./Certificate Paramedic Science Programs; and
4. HCCC's Academic Calendar for AY 2012-2013 (Fall 2012, Spring & Summer 2013).

Introduced by: James Fife

Seconded by: Karen Fahrenholz

8 Ayes.....0 Nays

Resolution Adopted

**X. NEW BUSINESS**

**1. RESOLUTION AUTHORIZING EXECUTION OF DEED OF EASEMENT  
FOR NEW JERSEY TRANSIT FOR FENCE AND GATE NEAR THE  
ENTRANCE TO THE COLLEGE'S NORTH HUDSON EDUCATION  
CENTER**

*Introduced by: Katia Stack*

*Seconded by: James Fife*

*8 Ayes.....0 Nays*

*Resolution Adopted*

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

*Introduced by: Katia Stack*

*Seconded by: Karen Fahrenholz*

*8 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

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

**1. AWARD TO PROVIDE WEB SITE SERVICES**

**REPORT/BACKGROUND:**

*Jones & Associates Communications, Inc. was first retained by the College in January 2003 to assist with and conduct public relations projects under the direction of the President and continue to work in this capacity. In February 2011, the firm assisted with the re-write of the College Web pages, which includes writing, editing, proofreading text for 50 web pages.*

*The Vice President for Development recommends that the scope of services be expanded to enable the firm to assist with the re-write of an additional 50 College Web pages, which includes writing, editing, and proofreading text for those pages. These web pages are for the new "home page" created by Datatel. The total cost for this additional service is \$12,500.00.*

**RECOMMENDATION:**

*The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve Jones & Associates Communications, Inc. of Jersey City, New Jersey to provide the re-write of an additional 50 College Web pages, at a total cost not to exceed \$12,500.00, for fiscal year 2012, to be funded from the operating budget.*

**2. DINNER SPONSOR FOR ANNUAL COLLEGE FOUNDATION DINNER 2011**

**REPORT/BACKGROUND:**

*The annual Holiday Foundation Extravaganza Dinner will be held on December 1, 2011, at the Culinary Conference Center. The Foundation Board of Directors has asked for sponsors for this event.*

*Last year's annual extravaganza was a huge success. The dinner was held at the Culinary Conference Center and the sales for the Dinner, Ad Journal and Raffle were \$206,768.00 with the Foundation net revenue being \$166,450.*

*The Administration recommends that the College be a Dinner Sponsor at the cost of \$20,000.00 (which includes a table of 8, a scholarship donation of \$2,800.00 and a full page journal ad in the family recipe journal).*

**RECOMMENDATIONS:**

*The President, the Administration and the Finance Committee recommend that the College become a Dinner sponsor at \$20,000.00 for the Annual Holiday Foundation Extravaganza dinner for the calendar year 2011.*



**3. AWARD OF A SPRINKLER SYSTEM/MONITORING/INSPECTION SERVICE VENDOR FOR ALL CAMPUS LOCATIONS FY12**

**WHEREAS**, the College has a need for a sprinkler/monitoring/inspection service company for all locations during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, SIMPLEXGRINNELL LP., of Rockaway, New Jersey, is the proposed vendor to provide these services at a cost of \$ 24,500.00; and

**WHEREAS**, SIMPLEXGRINNELL LP., has completed and submitted Business Entity Disclosure Certifications which certifies that SIMPLEXGRINNELL LP., 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 SIMPLEXGRINNELL LP., from making any reportable contributions through the term of the contract; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve SIMPLEXGRINNELL LP., of Rockaway, 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.

**4. AWARD OF ANNUAL COMPUTER ELECTRONIC AND SOFTWARE PARTS FOR FY 12**

**WHEREAS**, the College has a need for various computer and electronic parts during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, GOVCONNECTION INC. of Merrickmack, New Hampshire, is the proposed vendor to provide the parts at a cost of \$310,500.00; and the College Chief Information Officer recommends this purchase; and

**WHEREAS**, GOVCONNECTION INC. has completed and submitted Business Entity Disclosure Certifications which certifies that, GOVCONNECTION 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 GOVCONNECTION INC. from making any reportable contributions through the term of the contracts; and

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



**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve GOVCONNECTION INC. of Merrickmack, New Hampshire as a pay-to-play certified vendor as described herein; and

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

#### **5. AWARD OF LAB EQUIPMENT AND LAB SUPPLIES VENDOR FOR FY 12**

**WHEREAS**, the College has a need for a science and bio lab equipment and supplies vendor for the North Hudson Center during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, FISHER SCIENTIFIC of Pittsburgh, PA. has submitted the lowest complete quotes totaling \$50,100.00; and

**WHEREAS**, FISHER SCIENTIFIC has completed and submitted Business Entity Disclosure Certifications which certifies that FISHER SCIENTIFIC 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 FISHER SCIENTIFIC from making any reportable contributions through the term of the contracts; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve, FISHER SCIENTIFIC of Pittsburgh, PA, as a pay-to-play certified vendor as described herein; and

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

#### **6. AWARD OF LAB EQUIPMENT AND LAB SUPPLIES VENDOR FOR FY 12**

**WHEREAS**, the College has a need for a science and bio lab equipment and supplies vendor for the North Hudson Center during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, VWR EDUCATION, LLC d/b/a WARD'S NATURAL SCIENCE EST of Rochester, New York has submitted the lowest complete quotes totaling \$ 26,817.21

**WHEREAS**, VWR EDUCATION, LLC d/b/a WARD'S NATURAL SCIENCE EST has completed and submitted Business Entity Disclosure Certifications which certifies that VWR EDUCATION, LLC d/b/a WARD'S NATURAL SCIENCE EST 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 VWR



EDUCATION, LLC d/b/a WARD'S NATURAL SCIENCE EST from making any reportable contributions through the term of the contracts; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve VWR EDUCATION, LLC d/b/a WARD'S NATURAL SCIENCE EST of Rochester, New York, as a pay-to-play certified vendor as described herein; and

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

#### **7. AWARD OF ANNUAL COMPUTER ELECTRONIC AND SOFTWARE PARTS FOR FY 12**

**WHEREAS**, the College has a need for various computer and electronic parts during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, CDW GOVERNMENT LLC of Veron Hills, Illinois, is the proposed vendor to provide the parts at a cost of \$162,500.00; and the College Chief Information Officer recommends this purchase; and

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

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve CDW GOVERNMENT LLC of Veron Hills, Illinois, as a pay-to-play certified vendor as described herein; and

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

#### **8. AWARD OF A LOCKSMITH AND DOOR VENDOR CAMPUS WIDE FY 12**

**WHEREAS**, the College has a need to have a Locksmith to install locks and key products campus wide during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and



**WHEREAS**, N.J. LOCKSMITH & DOOR SERVICE of North Bergen, New Jersey, is the proposed vendor to provide these service at a cost not to exceed \$21,000.00; and

**WHEREAS**, N.J. LOCKSMITH & DOOR SERVICE has completed and submitted Business Entity Disclosure Certifications which certifies that N.J. LOCKSMITH & DOOR SERVICE 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 N.J. LOCKSMITH & DOOR SERVICE from making any reportable contributions through the term of the contract; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve N.J. LOCKSMITH & DOOR SERVICE of North Bergen, 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.

#### **9. AWARD OF A LIBRARY AUTOMATION SYSTEM FOR THE LIBRARY/LRC FY12**

**WHEREAS**, the College has a need to have a automated system for the Library and Learning Resource Center during the year pursuant to the Business Entity Disclosure Process; and

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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, SirsiDynix Corporation of Provo, Utah, is the proposed vendor to provide the automated system; at a cost not to exceed \$ 27,000.00; and is a sole source vendor; and

**WHEREAS**, SirsiDynix Corporation has completed and submitted Business Entity Disclosure Certifications which certifies that SirsiDynix Corporation, 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 SirsiDynix Corporation from making any reportable contributions through the term of the contract; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve SirsiDynix Corporation of Provo, Utah, 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.

#### **10. AWARD OF ANNUAL SOFTWARE MAINTENANCE AGREEMENT FOR FY 2012**

**WHEREAS**, the College has a need to renew the annual software maintenance agreement pursuant to the Business Entity Disclosure Process; and



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

**WHEREAS**, the anticipated term is fiscal year 2012; and

**WHEREAS**, ALLISTER BUSINESS SOLUTION of Freehold, New Jersey is the proposed vendor to provide this maintenance agreement; at a cost not to exceed \$17,500.00; and the College Chief Information Officer recommends this purchase; and

**WHEREAS**, ALLISTER BUSINESS SOLUTION has completed and submitted Business Entity Disclosure Certifications which certifies that ALLISTER BUSINESS SOLUTION 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 ALLISTER BUSINESS SOLUTION from making any reportable contributions through the term of the contract; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve ALLISTER BUSINESS SOLUTION of Freehold, 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

#### **11. ADOPTION OF A SUPPLEMENTAL RETIREMENT PLAN PURSUANT TO SECTION 457(b) OF THE INTERNAL REVENUE CODE**

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

The College would like to make available to employees a supplemental retirement plan as authorized under Section 457(b) of the Internal Revenue Code. The College contacted several vendors for proposals and received one (1) response from TIAA-CREF. TIAA-CREF's plan will offer all eligible employees an opportunity to supplement existing retirement plans. The plan, once adopted will include enrollment and participation guidelines consistent with any plans currently available to the College.

##### **RECOMMENDATION:**

The President, the Administration, the Finance Committee and the Personnel Committee recommend that the Board of Trustees authorize the President and the Vice President for Finance to work with TIAA-CREF in the coordination and execution of all necessary plan documents and agreements.

##### **RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 11:** 1) Award to Provide Web Site Services, 2) Dinner Sponsor for Annual College Foundation Dinner 2011, 3) Award of a Sprinkler System/Monitoring/Inspection Service Vendor for All Campus Locations FY 2011, 4) Award of Annual Computer Electronic & Software Parts for FY 2012, 5) Award of Lab Equipment & Lab Supplies Vendor for FY 2012, 6) Award of Lab Equipment & Lab Supplies Vendor for FY 2012, 7) Award of Annual Computer Electronic & Software Parts for FY 2012, 8) Award of a Locksmith & Door Vendor Campus Wide FY 2012, 9) Award of Library Automation System for the Library/Learning Resource Center, 10)



Award of Annual Software Maintenance Agreement for FY 2012, and 11) Adoption of a Supplemental Retirement Plan Pursuant to Section 457(b) of the Internal Revenue Code.

**INTRODUCED BY:** Alfred Zampella

**SECONDED BY:** Katia Stack

**DATE:** September 13, 2011

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 9-13-2011  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RETIREMENT**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Lillie Franklin	Enrollment Support Assistant	12/01/11

**RECOMMENDATION:**

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

**2. RESIGNATION**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Nelson Vieira	Director of Admissions	09/02/11

**RECOMMENDATION:**

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Resignation 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>
George Hefelle	Director of Conference Center	09/14/2011 (pro-rated)	\$55,000

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

**RECOMMENDATION:**

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

**4. TEMPORARY ASSIGNMENTS**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Claudia Delgado	Instructor, Mathematics	08/15/2011 12/22/2011	\$18,000 (pro-rated)

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

**RECOMMENDATION:**

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

**5. TEMPORARY CONSULTANT ASSIGNMENT****REPORTS/BACKGROUND**

<b><u>Name</u></b>	<b><u>Title</u></b>	<b><u>Effective Date</u></b>	<b><u>Annual Salary</u></b>
William Kassar	Consultant	09/14/11	\$55.00/hr (Not to exceed \$4,400)

**Note:** ITS needs to provide data extracted from the Old SCT Alpha system to satisfy a Financial Aid Regulatory request. Consultant posses the basic knowledge of the SCT IA Plus System software to provide the service requested.

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Consultant Assignment listed above as Personnel Recommendation Item No 5.*

**6. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: SEPTEMBER 14 -  
- JUNE 30, 2012**

<b>Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Title</b>
Irfan	Kiran	Enrollment Services	Student Ambassador
Cyrek	Witold	Health, Science & Technology	Lab Assistant
Chavez	Celia	Information Technology	Academic Lab Assistant
Mesa	Negdo	Information Technology	Academic Lab Assistant
Shikishun	Jessica	Information Technology	Academic Lab Assistant
Antolino	Lauren	Library	Librarian
John-Lewis	Akim	Library	Library Clerical Assistant
Tubungbanua	Angelita	Library	Library Clerical Assistant
Asjad	Naima	Tutorial Services	Tutor
Chung-Yew	Allan	Tutorial Services	Tutor
Elkholy	Mariam	Tutorial Services	Tutor
Gonzalez	Kristina	Tutorial Services	Tutor
Sala	Steven Xavier	Tutorial Services	Tutor
Velasco	Katherine	Tutorial Services	Tutor

**RECOMMENDATION:**

*The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-time Assignments listed above as Personnel Recommendation Item No. 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) Retirement (2) Resignation (3) Appointment of Staff, (4) Temporary Assignment, (5) Consultant Assignment, (6) Appointment of Additional New Part-Time Hires.

**INTRODUCED BY:**

James Fife

**SECONDED BY:**

Karen Fahrenholz

**DATE:**

September 13, 2011

Fahrenholz, Karen

AYE

Fife, James

AYE

Kenny, Roberta

ABSENT

Kosakowski, Joanne

AYE

Lee, Bakari

ABSENT

Sires, Adrienne

AYE

Stack, Katia

AYE

Zampella, Alfred

AYE

Netchert, William, Chair

AYE

7 Ayes..... 0 Nay

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

Jennifer Valley 9-13-2011

Signature of Recorder

Date



**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
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**X. NEW BUSINESS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
September 13, 2011**

**XI. ADJOURNMENT**

**THAT**, the meeting be adjourned at 7:20 P.M.

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** James Fife

**DATE:** September 13, 2011

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

7 Ayes..... 0 Nay

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

Ernie Oakley  
Signature of Recorder

9-13-2011  
Date