

**HUDSON COUNTY COMMUNITY COLLEGE**  
**North Hudson Higher Education**  
**4800 Kennedy Boulevard**  
**Union City, NJ**  
**5:00 P.M.**

**Regular Meeting--Board of Trustees**  
**October 14, 2014**

**AGENDA**

- I. CALL TO ORDER - FLAG SALUTE** Mr. Netchert
- II. ROLL CALL AND RECOGNITION OF VISITORS**
- Trustees:**
- Kevin G. Callahan  
Karen A. Fahrenholz, Secretary/Treasurer  
James Fife, Trustee Emeritus  
Glen Gabert - President  
Roberta Kenny  
Joanne Kosakowski  
Bakari Gerard Lee, Vice Chair  
William J. Netchert, Chair  
Ramsey Olivencia, Student Alumni Representative  
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  
October 14, 2014**

**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>
Glen Gabert - President, ex officio	<u>PRESENT</u>
Roberta Kenny	<u>ABSENT</u>
Joanne Kosakowski	<u>PRESENT</u>
Bakari Lee	<u>PRESENT</u>
William J. Netchert	<u>PRESENT</u>
Ramsey Olivencia, Student Alumni Representative, ex officio	<u>ABSENT</u>
Jeanette Peña	<u>PRESENT</u>
Adrienne Sires	<u>ABSENT</u>
Harold G. Stahl	<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  
October 14, 2014**

**III. COMMENTS FROM THE PUBLIC**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**IV. CLOSED SESSION**

**NONE**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

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

*President Gabert reminded Trustees of some future events: December 4<sup>th</sup> – Foundation Gala; December 5<sup>th</sup> – New Faculty/Staff Reception; and December 10<sup>th</sup> – Stakeholders Reception.*

*He also described a Cultural Affairs Task Force that is in the process of being formed.*

*Trustee Lee reported that the ACCT Annual Leadership Congress is scheduled for October 22-25, 2014 in Chicago.*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

**1. MINUTES OF PREVIOUS MEETINGS**

*The Minutes of the Regular Meeting of September 9, 2014 are herewith officially submitted to the Board Trustees for approval. (Attachment A)*

*Recommendation:*

*It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of September 9, 2014.*

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

*The College has made the following grant & contract proposals:*

**TITLE:**           *B2B -Bridges to Baccalaureate*

**AGENCY:**       *National Science Foundation*

*PURPOSE OF GRANT: The National Science Foundation's B2B program is designed to connect HCCC STEM students with a faculty mentor to provide student stipends for research and program activities in coordination with local 4 year colleges. In addition to research, other activities include professional development, participation incentives, and speaker honorariums.*

*COLLEGE ADMINISTRATOR: Ryan Martin/John Nutakor*

*COLLEGE CONTRIBUTION: 0*

*AWARD AMOUNT: \$246,975*

**TITLE:**           *Express Foundation Courses for LEAP Students*

**AGENCY:**       *PNC Foundation*

*PURPOSE OF GRANT: The HCCC Grants Office submitted an application to the PNC Foundation soliciting funding for express remediation for LEAP students that do not pass the College Placement Test, allowing qualified students to register for dual enrollment status with the College upon successful completion of the express program.*

*COLLEGE ADMINISTRATOR: Ryan Martin*

*COLLEGE CONTRIBUTION: 0*

*AWARD AMOUNT: \$ 13,624*

**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:** October 14, 2014

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

7 Ayes..... 0 Nay

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

Jennifer Oakley 10-14-14  
Signature of Recorder Date

**ATTACHMENT A**  
**ITEM VI**

**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 9, 2014**

**MINUTES**

**PRESENT:** Kevin Callahan, Karen Fahrenholz, Glen Gabert, (ex officio), Joanne Kosakowski, William Netchert, Adrienne Sires, and Harold Stahl

**ABSENT:** Roberta Kenny, Bakari Lee, Ramsey Olivencia, Student Alumni Representative, and Jeanette Peña

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

*HCCC Staff and Visitors present were: Phil Cafasso, John Delooper, Rosheta Dixon, Jennifer Dudley, Paul Felts, Wayne Franklin, Chanida Katkanant, Pam Littles, Randi Miller, Ramsey Montanez, Patricia Murphy, Ferdinand Orock, Cathie Perselay Seidman, Ismael Randazzo, Qamar Raza, Hazel Ross, Carla Thomas, Carol VanHouten, Romilda Vaccarella, Chris Wahl, Sharome Wiggins, Lilisa J. Williams, 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 William Netchert at 5:00 p.m. and roll called by Jennifer Oakley.*

**III. COMMENTS FROM THE PUBLIC**

*Cathie Perselay Seidman, Associate Professor, Criminal Justice and President, Professional Association President, Faculty Union said what the Union is looking for is cooperation and communication concerning issues with the College. She said it would be helpful when certain policies are being discussed by the Administration that the faculty be included in some of that discussion.*

*Randy Montanez, Security Guard/North Hudson Center, read the following statement concerning the following issue: 1) Security is moving backward rather than forward with US Security, the new contractor. 2) They are no longer receiving the \$2.17 in place of benefits. 3) They have received no information on health benefits. 4) Most of the guards are getting their hours cut without any explanation. Trustee Netchert asked him to submit a copy of the statement which will be forwarded to the person(s) who are monitoring the contract.*

**IV. CLOSED SESSION - None**



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

*Enrollment figures are positive and projected for a 10<sup>th</sup> day headcount of +1.0% to +3.0%. Enrollment is up about 3.5% headcount over last year. There will be about 9200 students this semester.*

*The next NJCCC Trustee Seminar is scheduled for Monday, September 15<sup>th</sup>, 5:00 pm at Mercer County Community College.*

*The Ribbon Cutting Ceremony for the new Library Building is scheduled for Monday, September 29<sup>th</sup>, 10:00 a.m. on the top floor. There will be a series of events throughout the next twelve months for the following dedications/openings: Alfred Zampella Lecture Hall, Dineen-Hull Gallery, Thomas Fleming Room, and the Abigail Douglas-Johnson Academic Support Center.*

*The Peter Stuyvesant Statue was placed in the Culinary Arts Plaza Park.*

**VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS**

1. Minutes of the Regular Meeting of August 12, 2014.
2. Gifts, Grants and Contract Reports - None

*Introduced by: Karen Fahrenholz*

*Seconded by: Harold Stahl*

*6 Ayes.....0 Nays*

*Resolution Adopted*

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

1. *Renewal of College's Campus Wide Anti-Virus Software License Agreement FY 15;*
2. *Amendment to the Resolution for Purchase of Software for Academic Foundations;*
3. *Culinary Conference Center (Networking. ;*
4. *Purchase of Dell Upgrade for Information Technology Services;*
5. *Award of a Subscription Service for the Library;*
6. *Award of a Food Vendor for the Culinary Arts Institute;*
7. *Purchase of Accuplacer Exams for FY 2015;*
8. *Award of an Integrated Library System (ILS. Vendor for FY 15;*
9. *Purchase of Dell Computers Campus-wide;*
10. *Award of a State Approved Maintenance Agreement for Copier Machines;*
11. *Award of a Bookstore Management Contract to Follett Corporation;*
12. *Amendment to the Resolution for the Purchase of Billboard Advertisement;*
13. *Award of an Architectural Design and Engineering Services firm for S.T.E.M. Building;*

14. Professional Construction Services to provide Facility Space Programming Project Management;
15. Professional Contract to provide Facility Space Programming Design.

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

## VIII. PERSONNEL RECOMMENDATIONS

### 1. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Susanne Sansevere	Director of Health Programs	09/19/2014

### 2. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Philip Cafasso	Interim Associate Dean of Social Sciences	9/9/2014 6/15/2014	\$100,000 (pro-rated)
Jada Gore	Counselor, CASS	9/9/2014	\$38,000 (pro-rated)
Jacqueline Delemos	Secretary, LEAP Programs	9/9/2014	\$30,000 (pro-rated)

### 3. TEMPORARY FULL-TIME FACULTY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Victor Moruzzi	Instructor, CBI/Culinary	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Barbara Lisa-Johnson	Instructor, Psychology	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Robin Singer	Instructor, Early Childhood Ed	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Richard Albanese	Instructor, Culinary Arts	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Sirhan Abdullah	Instructor, Health Services	08/15//2014 12/24/2014	\$20,000 (pro-rated)
Nina Langaroudy	Instructor, English	08/15//2014 12/24/2014	\$20,000 (pro-rated)

**4. APPOINTMENT OF NEW & CONTINUING PART-TIME ASSIGNMENTS FOR  
FY 15.**

<b>Last Name</b>	<b>First Name</b>	<b>Department</b>	<b>Title</b>	<b>Position ID</b>
Ahmat	Hassan	Academic Support Services	Tutor	TUTOR-150505
Bellan-Boyer	Lisa	Academic Support Services	Tutor	TUTOR-150505
Burgos	Veronica	Academic Support Services	Tutor	TUTOR-150505
Davis	Jill	Academic Support Services	Tutor	TUTOR-150505
El Hajjam	Hamid	Academic Support Services	Tutor	TUTOR-150505
Posada	Stella	Academic Support Services	Tutor	TUTOR-150505
Vela	Linda	Academic Support Services	Tutor	TUTOR-150505
Walters	Michael	Academic Support Services	Tutor	TUTOR-150505
Zahin	Humayra	Academic Support Services	Tutor	TUTOR-150505
Portillo	Yanira	Business, Culinary & Hospitality	Receiving Clerk	RECLERK-101030
Guzman	Socorro	Business, Culinary & Hospitality	Dishwasher	CULDDW-101030
Rodriguez	Delia	Business, Culinary & Hospitality	Dishwasher	CULDDW-101030
Torres	Nathalie	Communications	Office Assistant	OFFAST-254055
Edwards	Letisha	Community Education	PT Instructor	PTINST-102005
Nolan	Michael	Community Education	PT Instructor	PTINST-102005
Elghandor	Heba	Financial Aid	Office Assistant	OFFAST-200520
Rosado	Rosalind	Financial Aid	Office Assistant	OFFAST-200520
Brentum	Marvelyn	Grants	Research Associate	RESASO-601074
Davila	Aaron	ITS	Lab Assistant	ISTLAB-253025
Patel	MilanKumar	ITS	Lab Assistant	ISTLAB-253025
Rodriguez	Fiorella	ITS	Lab Assistant	ISTLAB-253025
Costello	Tara	Library	Office Assistant	OFFAST-150510
Lendorf	Manuel	Library	Office Assistant	OFFAST-150510
Larocco	Anthony	Safety & Security	Safety & Security Coordinator	FSCORD-253040
Rydzik	Mateusz	Social Sciences	Lab Assistant	LABAST-101020

**5. APPOINTMENT OF NEW 7 CONTINUING ADJUNCT ASSIGNMENTS FOR AY 15.**

Last Name	First Name	Department
Ardavanis	Konstantinos	Humanities
Aftab	Rizwana	STEM
Aman	Ruth	Academic Foundation-English
Brewster	Natalia	ESL
Bernardez	Iveth	Academic Foundation-Math
Barghouthi	Naser	Business, Culinary and Hospitality
Burgess	Aubrey	Business, Culinary and Hospitality
Cummins	Joseph	Humanities
Clay	Weston	Humanities
Zapata	Charles	Social Science
Drew	Lauren	ESL
Dominici	Elvin	Academic Foundations-Math
Davidson	Ryan	Humanities
Elmahjoubi	Mohamed	ESL
Fanning	Alyssa	ARTS
Freeman	Erica	ESL
Fong	Kim	Business, Culinary and Hospitality
Flores-Rivera	Dolores	ESL
Garrett	Elizabeth	ESL
Gibbs-Spencer	Michelle	Humanities
Henriquez	Jenny	Social Science
Haynes	Ajeenah	Social Sciences
Harris	Asale	Academic Foundations-Math
Hobby	Seven	ESL
Hill	Stacey	Academic Foundations-English
Hagstrom	Roza	Academic Foundations-Math
Howard	Tenisha	Social Science
Hobson	Janelle	Humanities
Jaramillo	Cesar	Academic Foundations-Math

Jacome	Yelena	Academic Foundations-Math
Jamgotchian	Raffi	STEM
Khoukhi	Amar	ARTS and Science
Kdiry	Houria	Academic Foundations-Math
Khawaja	Fahid	Business, Culinary & Hospitality
Kaplan	Scott	Social Science
Kyle	Jacquelyn	Social Science
Kowalik	Kevin	Business, Culinary & Hospitality
Le	Mai	Social Science
Lesko	Tara	Academic Foundations-Math
Lebreault	Dolis	Allied Health
Massa	Marcella	ESL
Marsi	Eiad	Social Science
Murphy	Margaret	Humanities
Pura	Noel	STEM
Parmar	Davanjit	Academic Foundations-Math
Pllana	Abdurrahman	Academic Foundations-Math
Powers	Thomas	Humanities
Pedro	Mario	Academic Foundations-English
Pujols	Soviesky	Academic Foundations-English
Rahman	Azam	Arts & Science
Reed	Inshira	Academic Foundations-English
Ross	Royal	Business, Culinary & Hospitality
Reeves	Christina	Humanities
Ramon	Donavan	Humanities
Shitu	Osman	STEM
Smith	Theodore	ESL
Scillieri	Donnalynn	Academic Foundations-English
Turner	Amber	Allied Health
Tsupa	Yanina	ESL
Taghdissi	Shahrzad	STEM
Uribe	Fernando	Social Science
Watts	James	Social Science
Warde	Jason	Business, Culinary & Hospitality
Wisz	Gerald	Academic Foundations-English
Zampas	Joanna	ESL
Zuchnik	Diane	Academic Foundations-English
Zeitz	Angela	Academic Foundations-English

Introduced by: Joanne Kosakowski

Seconded by: Karen Fahrenheit

6 Ayes.....0 Nays

Resolution Adopted

**IX. ACADEMIC AND STUDENT AFFAIRS**

**1. RENTAL OF NEW JERSEY CITY UNIVERSITY'S LABORATORY FOR  
HCCC MICROBIOLOGY CLASSES**

*Introduced by: Karen Fahrenholz*

*Seconded by: Harold Stahl*

*6 Ayes.....0 Nays*

*Resolution Adopted*

**X. NEW BUSINESS**

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

*Introduced by: Kevin Callahan*

*Seconded by: Joanne Kosakowski*

*6 Ayes.....0 Nays*

*Resolution Adopted*

Trustee Netchert received a letter from the Board of Freeholders with a copy of the latest resolution adopted by the County which urges sister facilities to adopt a policy that provides for an apprentice program in all capital projects of \$500,000 or more - referred to as the "Union Provision. He asked President Gabert to get a copy to College attorney Sheri Siegelbaum for the next Board meeting. There has to be a provision in the specs for the new Science Building that provides for that.

Trustee Netchert mentioned that everywhere he goes, students and faculty stop him and comment on how beautiful the new library building is and how excited they are. He added that the President, Trustees and the Administration need to be proud of what has been accomplished, and they are not finished yet.

**XI. ADJOURNMENT 5:30 P.M.**

*Introduced by: Karen Fahrenholz*

*Seconded by: Adrienne Sires*

*6 Ayes.....0 Nays*

*Resolution Adopted*

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

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

**1. Award of Acrylic Frame Vendor for the New Library**

**WHEREAS**, the College has a need for various size acrylic frames for the new Library Art Gallery 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 2015; and

**WHEREAS**, Davinic Displays, LLC. of Brick, New Jersey has the low quote for this service; (Davinci Display - \$28,972.89; PlasticCraft \$43,086.00 and Just Plastics \$52,318.25); and

**WHEREAS**, Davinic Displays, LLC has completed and submitted Business Entity Disclosure Certifications which certifies that, Davinic Displays, 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 Davinic Displays, LLC. from making any reportable contributions though the term of the contracts; and

**WHEREAS**, the cost is not to exceed \$28,972.89; and will be funded from Chapter 12 funds; and

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

**NOW, THEREFORE, BE IT RESOLVED** the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Davinic Displays, LLC of Brick, New Jersey 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 Process;

**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 Davinic Displays, LLC. of Brick, New Jersey as a Pay- to- Play certified vendor as described herein, at a cost not to exceed \$28,972.89 to be funded from Chapter 12 funds.

**2. Award of a Professional Project Management Services for FY 15 (As Amended)**

**REPORT/BACKGROUND:**

The College has a need for unspecified professional management services to support the College in accomplishing a number of facilities projects and technical repair/upgrades.

*The College has multiple technical operations and project activities planned and these services will support the Engineering / Facilities Operations for a period of one (1) year. The projects are as follows:*

- 1. Sale and Decommissioning of 25 Pathside*
- 2. Relocation of the Follett Bookstore*
- 3. STEM Building Programming through Schematic Design*
- 4. Allied Health Nursing Relocation to the Cundari Building*
- 5. Electronic Documentation Support*
- 6. Culinary Façade Repairs*
- 7. North Hudson Center Roof Project*
- 8. Emergency repairs*

*There will be two (2) managers on-site, one (1) Senior Manager 1 day per week and one (1) Manager three days per week, to manage and implement the above activities. Mast Construction Services, Inc. of Little Falls, New Jersey, will provide the management service and support, at a cost not to exceed \$220,000.00.*

*The Vice President of Administrative Services recommends Mast Construction to perform these unspecified maintenance, emergency repair and projects coordination related to the above activities to support College Operations.*

**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 services of Mast Construction of Little Falls, New Jersey to supply the Management Services, at a cost not to exceed \$220,000.00, to be funded from the 2015 Operations budget and Chapter 12 funds.*

**3. Approving Change Orders for Hall Building Corporation**

**WHEREAS**, during the course of construction, certain situations arose which required deviations from the work specified at 71 Sip Avenue (Library project) Jersey City; and

**WHEREAS**, the contractor performing the work is Hall Building Corporation; and

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

**WHEREAS**, these change orders emanate from that process; and

**WHEREAS**, the aforementioned change orders require an increase of \$493,506.60 to the awarded contract; and

**WHEREAS**, the contract for this work is summarized as follows and is more specifically set forth in the attachment to this resolution entitled "Change Order Log"; and

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

**WHEREAS**, the Vice President of Administrative Services recommends approving these change orders; and

**NOW, THEREFORE BE IT RESOLVED**, the President, the Vice President of Administrative Services, the Capital Advisory Committee and the Finance Committee of the Board of Trustees recommend approving the contract amendment requests to increase the contract awarded to Hall Building Corporation in the amount of \$493,506.60.



**4. Purchase of Four (4) New Vehicles for College Fleet**

**REPORT/BACKGROUND:**

The College has a need to purchase four new vehicles for the college auto fleet, one (1) Ford F250 lift gate vehicle for custodial services use for moving furniture and supplies throughout the campus; one (1) Ford Transit Van T-250 for mailroom and copy services; one (1) Chevrolet Tahoe for Operations for Transportation/Facilities services and one (1) Buick LaCrosse for the executive office/presidents use. We will be reducing the fleet by seven (7) old and high mileage vehicles.

The cost to purchase these vehicles will not exceed \$178,000.00, and will be funded from the operating and capital budgets.

The Vice President of Administrative Services recommends this purchase

**RECOMMENDATION:**

The President, the Vice President of Administrative Services, and the Finance Committee recommend that the Board of Trustees approve the purchase of the four (4) new vehicles at a cost not to exceed \$178,000.00, funded from the operating and capital budgets.

**RESOLUTION:**

**NOW, THEREFORE BE IT RESOLVED** that the Board of Trustees approve the recommendations of the President, the Vice President of Administrative Services, the Capital Projects Advisory Committee and the Finance Committee as outlined above in **Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1- 4:** 1) Award of Acrylic Frame Vendor for the New Library; 2) Award of Professional Project Management Services (**As Amended**); 3) Approving Change Order for Hall Building Corporation; and 4) Purchase of Four (4) New Vehicles for College Fleet.

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** William Netchert

**DATE:** October 14, 2014

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

10-14-14  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**VIII. PERSONNEL RECOMMENDATIONS**

**1. RESIGNATION**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Michael Stise	Safety & Security Coordinator	9/16/2014

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Frank Mercado	Executive Director of Operations	10/1/2014

**RECOMMENDATION:**

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

**2. RETIREMENT**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
James Sorrentino	Maintenance Manager	1/1/2015

**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. APPOINTMENT OF STAFF**

**REPORTS/BACKGROUND**

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Pamela Scully	Chief Information Officer	10/15/2014	\$120,000 (pro-rated)

**Note:** This is a replacement for Vincent Zicoiello.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Joy L. Smith	Director, EOF	10/15/2014	\$57,000 (pro-rated)

**Note:** This is a replacement for Sabrina Magliulo

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Rachel Wahba	Counselor, CASS	10/15/2014	\$38,000 (pro-rated)

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Benjamin Cortez	PC Technician	10/15/2014	\$32,000 (pro-rated)

**Note:** This is a replacement for Kevin Eng.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Tera McGee	Secretary, Student Activities	10/15/2014	\$30,000 (pro-rated)

**Note:** This is a replacement for Alexa Martinez.

**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. APPOINTMENT OF NEW & CONTINUING PART-TIME ASSIGNMENTS FOR FY 15.

Last Name	First Name	Department	Title	Position ID
Olkewicz	Keith	Academic Support Services	Tutor	TUTOR-150505
Portes	Darkis	Academic Support Services	Tutor	TUTOR-150505
Mohamad	Javed	Academic Foundations Math	SI Leader/Tutor	GRATUT-601061
Rivera Loperena	Scott	Business, Culinary & Hospitality	Dishwasher	CULDDW-101030
Rodriguez	Rafela	Business, Culinary & Hospitality	Dishwasher	CULDDW-101030
Sarmiento	Maria	Center for Business & Industry	Instructor	PTINST-103005
Hunter Jr.	Dorian	Center for Business & Industry	Instructor	PTINST-103005
Andolfo	Thomas	Center for Business & Industry	Instructor	PTINST-103005
Edwards	Aycha	Center for Business & Industry	Instructor	PTINST-103005
Melleno	Christine	Center for Business & Industry	Instructor	PTINST-605003
Lydia	Delisi	Center for Business & Industry	Instructor	PTINST-605003
Panova-Golubareva	Milena	Center for Business & Industry	Instructor	PTINST-103005
Merlino	Adele	Center for Online Learning	Instructional Designer & Technologist	PTTECH-101055
Farfan	Marcela	Community Education	PT Instructor	PTINST-102005
Ackerman	Kurt	Community Education	PT Instructor	PTINST-102005
Ethridge	Edward	Community Education	PT Instructor	PTINST-102005

Britt	Kevin	Community Education	PT Instructor	PTINST-102005
Rossi	Alan	Community Education	PT Instructor	PTINST-102005
Davis	Khadijah	Community Education	PT Instructor	PTINST-102020
Concepcion	David	Community Education	PT Instructor	PTINST-102005
Jakubowski	William	Community Education	PT Instructor	PTINST-102020
Cinclair	Jennifer	Community Education	PT Coordinator	PTCORD-102020
Ilyas	Asma	Enrollment Services	Office Assistant	OFFAST-200525
Masood	Chaudhry	Enrollment Services	Office Assistant	OFFAST-200525
Polk	Charles	Evening/Weekend & Off-site	Leap Coordinator	EWKADM-252010
Demetrius	Sherley	Social Sciences	Lab Assistant	LABAST-101015

**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.4.*

**5. Settlement Agreement (As Amended – moved from Item VII to Item VIII)**

**WHEREAS**, Karlett Palmer, a former employee at the Hudson County Community College, has advised the College that she has a complaint against the College concerning her termination of employment; and

**WHEREAS**, the Hudson County Community College does hereby determine that it is in the best interests of the College to settle this matter and to avoid the costs of litigation.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Hudson County Community College does hereby approve of the settlement with Karlett Palmer, which was negotiated by Counsel for the College.

**BE IT FURTHER RESOLVED**, that the Dr. Gabert or his designee is hereby authorized to execute this agreement and take all necessary action to comply with the terms and conditions of the settlement agreement.

**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 1-5:** (1) Resignation, (2) Retirement, (3) Appointment of Staff, (4) Appointment of Additional New & Continuing Part-Time Hires FY15, and (5) Settlement Agreement (**As Amended**).

**INTRODUCED BY:** Joanne Kosakowski

**SECONDED BY:** Karen Fahrenholz

**DATE:** October 14, 2014

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

10-14-14  
Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**VIII. PERSONNEL RECOMMENDATIONS**

**6. Approval of the Staffing Authorization Table for Fiscal Year 2015 (As Amended)**

**BACKGROUND**

Annually the Board of Trustees approves a Staffing Authorization Table which is a listing of full-time regular job titles to which appointments of staff may be made. From time-to-time the Board may amend this table during the fiscal year.

**RECOMMENDATION**

The resolution below is a listing of titles on the Staffing Authorization Table for Fiscal Year 2015. It was developed by the Administration in consultation with the Executive and Personnel Committees of the Board of Trustees.

These positions on the Staffing Authorization Table for 2014 have been deleted from the Staffing Authorization Table for 2015: Executive Director of College Operations (C); Web and Social Media Coordinator (A); Assistant Bursar (A); and Call Center Coordinator (S).\*

These positions were not included the Staffing Authorization Table for Fiscal Year 2014 and are added to the Staffing Authorization Table for 2015: Director of Contracts and Procurement Services (C); Research and Planning Assessment Coordinator (A); Director of Career Development (A); Associate Director, Financial Aid Assistance (A); Assistant Director, Advisement and Counseling (A); Student Financial Aid Specialist (A); Tutoring Coordinator (A); Lab Coordinator, STEM (A); Senior Accountants (S)(2 positions); Student Accounts Coordinator(S); and Full-Time Instructors (P)(7 positions)

The title of Executive Administrative Assistant, Planning and Development was changed from Administrative Assistant. \*A= Administrative Unit, C=Confidential, S=Support Unit, P= Professional Association

**RESOLUTION**

The Administration and Personnel Committee recommend that the Board of Trustees approve the following Staffing Authorization Table for Fiscal Year 2015 effective immediately (Attachment A).

**INTRODUCED BY:** Bakari Lee

**SECONDED BY:** Kevin Callahan

**DATE:** October 14, 2014

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

7 Ayes..... 0 Nay

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

Sanjiv Oakley  
Signature of Recorder

10-14-14  
Date

**ATTACHMENT A**  
**ITEM VIII 6. Approval of Staffing Table for Fiscal Year 2015**

As Approved by the Board of Trustees on October 14, 2014

Staffing Authorization Titles FY 15				
TITLES	Classification	Total Number in Title	Vacant from Total Number in Titles	Frozen/ Vacant
Academic Lab Coordinator	<A>	1		
Academic Lab Manager	<A>	1		
Accountant	<S>	4	1	
Accountants Receivable Clerk	<S>	3		
Accounts Payable Officer	<S>	1		
Administrative Assistant, Administrative Services	<S>	1		
Administrative Assistant, Arts & Sciences	<S>	1		
Administrative Assistant, Controller's Office	<S>	1		
Administrative Assistant, Enrollment & Student Services	<S>	1		
Administrative Assistant, Enrollment Services	<S>	1		
Administrative Assistant, Facilities	<S>	1		
Administrative Assistant, Human Resources	<C>	1		
Administrative Assistant, Humanities	<S>	1		
Administrative Assistant, Non- Traditional Programs	<S>	1		
Administrative Assistant, Registrar	<S>	1		
Administrative Assistant, Research & Planning	<S>	1		
Administrative Assistant, Student Services	<S>	1		
Assessment Coordinator, Research & Planning	<A>	1	1	
Assistant CIO	<C>	1		
Assistant Controller	<A>	1		
Assistant Director Advisement & Counseling	<A>	1	1	
Assistant Director of EOF (Grant Funded)	<A>	1		
Assistant Director of Grants	<A>	1		1
Assistant Director Student Activities	<A>	1		
Assistant Director Testing	<A>	1		
Assistant Director, SFA (NHC)	<A>	1		
Assistant Professor	<P>	11		
Assistant Purchasing Manager	<A>	1	1	
Assistant Registrar	<A>	2	1	
Assistant to VP for Academic Affairs	<C>	1		
Assistant VP for Student Affairs (NHC)	<C>	1		1
Associate Dean Allied Health Programs	<A>	1		
Associate Dean Business, Culinary Arts & Hospitality Management	<A>	1		
Associate Dean Division of Academic Development and Support Services ADJ C	<A>	1		
Associate Dean Enrollment Services	<A>	1		
Associate Dean for Academic Affairs	<C>	1		
Associate Dean of Humanities	<A>	1		
Associate Dean of Social Sciences	<A>	1	1	
Associate Dean of STEM	<A>	1	1	
Associate Dean Research & Planning	<C>	1		
Associate Dean Student Financial Assistance	<A>	1		
Associate Dean, College Libraries	<A>	1		
Associate Director Financial Aid	<A>	1	1	
Associate Professor	<P>	10		
Bursar Clerk	<S>	1		
Chief Financial Officer	<C>	1	1	
Chief Information Officer	<C>	1		
College Lecturers (12 month)	<C>	7	7	
Communications Assistant	<S>	2		
Communications Coordinator	<A>	1		
Controller	<C>	1		
Coordinator Health Professions Employment (Grant Funded)	<A>	1		
Coordinator LEAP Programs (Grant Funded)	<A>	1		

Coordinator Non-Credit Programs	<A>	2		
Coordinator of the Center of Business & Industry	<A>	1		
Coordinator Purchasing & Scheduling	<A>	1		
Coordinator, Evening, Weekend and Off- Sites Programs	<A>	1		
Coordinator, Tutoring	<A>	1	1	
Coordinator, Writing Center	<A>	1		
Counselor	<A>	7		
Counselor- Bilingual	<A>	3		
Counselor Career & Transfer	<A>	1		
Counselor/Coordinator of Disability Services	<A>	1		
Custodial Worker	<S>	1		
Customer Service Coordinator	<S>	2	1	
Data Communications Network Manager	<A>	1	1	
Data Network Administrator	<S>	1	1	
Dean of Arts and Sciences	<C>	1		
Dean of Non Traditional Programs	<C>	1		
Dean Student Services	<C>	1		
Director Academic Foundations - Mathematics (Grant Funded)	<A>	1		
Director Health Information Technology Program (Grant Funded)	<A>	1	1	
Director Library Technology	<A>	1		
Director of Academic Foundations-English	<A>	1		
Director of Admissions	<A>	1		
Director of Advisement & Counseling	<A>	1		
Director of Career Development	<A>	1	1	
Director of Communications	<C>	1		
Director of Conference Center	<A>	1		
Director of Contracts & Procurement	<C>	1	1	
Director of Enrollment & Student Services	<A>	1		
Director of Educational Opportunity Fund	<A>	1		
Director of ESL/Bilingual Education	<A>	1		
Director of Facilities	<C>	1		
Director of Financial Aid	<A>	1		
Director of Financial Reporting and Budget	<C>	1	1	
Director of Health Related Programs	<A>	1	1	
Director of Practical Nursing	<A>	1		
Director of Safety & Security	<A>	1		
Director of Student Accounts	<A>	1		
Director of Student Activities	<A>	1		
Director Testing & Assessment	<A>	1		
English Tutor	<A>	1		
Enrollment Records Assistant	<S>	1		
Enrollment Support Assistant	<S>	5		
Educational Opportunity Fund Counselor (Grant Funded)	<A>	1		
ESL Tutor	<A>	1		
Executive Administrative Assistant to the VP for Development	<C>	1		
Executive Administrative Assistant to the President	<C>	1		
Executive Administrative Assistant to the VP for Academic Affairs	<C>	1		
Executive Administrative Assistant to the VP for NHC/Student Affairs	<C>	1		
Executive Administrative Assistant to the VP of Administrative Services	<C>	1		
Executive Director Center for Business & Industry	<A>	1		
Executive Director of Human Resources	<C>	1		
Executive Director of Online Learning	<A>	1		
Executive Director, Non Credit Programs	<A>	1		
Executive Secretary to the President	<C>	1		
Facilities Worker	<S>	6		
Facilities Worker-Custodial Supervisor	<S>	2		
Financial Aid Assistant	<S>	2		
Grants Officer	<A>	1		



HHS Site Coordinator (Grant funded)	<A>	1		
HR Benefit/Recruitment Manager	<C>	1		
HR Employment Manager	<C>	1		
Human Resources Assistant	<C>	1		
Instructional Designer, Distance Education	<A>	2	1	
Instructors	<P>	65	20	1
Interim Associate Dean of Social Sciences (one year assignment)	<A>	1		
Lab Coordinator- STEM	<A>	1	1	
Lab Technicians	<S>	3		
Librarians	<A>	5		
Library Assistant-Media Services	<S>	1		
Library Clerical Assistant	<S>	3	1	
Maintenance Manager	<A>	1		
Manager Purchasing Services	<A>	1		
Math Tutor	<A>	1		
Office Service Clerk	<S>	3		
Payroll Officer	<S>	1		
PC Technician (1 Grant Funded)	<S>	7	3(1grant)	
Pension & Benefits Accountant	<S>	1		
President	<C>	1		
Professor	<P>	21		
Program Assistant, (Grant Funded)	<S>	1		
Recruiter	<A>	4	1	
Registrar	<A>	1		
Research Coordinator	<A>	1		
Safety & Security Coordinator	<S>	4	1	
Secretary Non Credit Programs	<S>	1		
Secretary, Academic Affairs	<S>	1		
Secretary, Academic Foundations	<S>	1		
Secretary, Advisement & Counseling	<S>	1		
Secretary, Allied Health Programs	<S>	1		
Secretary, CBI	<S>	1		
Secretary, College Libraries	<S>	1		
Secretary, Culinary Arts	<S>	1		
Secretary, EOF (Grant Funded)	<S>	1		
Secretary, ESL/Bilingual Education	<S>	1		
Secretary, Grants	<S>	1		
Secretary, ITS	<S>	1		
Secretary, LEAP Programs	<S>	1		
Secretary, Non- Credit Program	<S>	1		
Secretary, North Hudson Center	<S>	1		
Secretary, Online Learning	<S>	1	1	
Secretary, Social Sciences	<S>	1		
Secretary, STEM	<S>	1	1	
Secretary, Student Activities	<S>	1		
Secretary, Testing & Assessment	<S>	1		
Secretary, Tutorial Services	<S>	1		
Senior Accountants	<S>	2	2	
Senior Lab Assistant	<S>	1		
Senior Maintenance Mechanic	<S>	1		
Senior PC Technician	<S>	1		
Student Accounts Coordinator	<S>	1	1	
Student Development Associate	<A>	1		
Student Financial Assistance Aid	<S>	1		
Student Financial Assistance Specialist	<A>	6	1	
Student Records Coordinator	<S>	1		
Supplemental Instruction Coordinator (Grant Funded)	<A>	1		
Systems Administrator	<S>	1		

Telecommunications & Services Manager	<A>	1	1	
Transfer Student Coordinator	<A>	1	1	
Transitional Program Coordinator (Grant Funded)	<A>	1		
Vice President for Administrative Services	<C>	1		
Vice President for Academic Affairs	<C>	1		
Vice President for Development/Assistant to President	<C>	1		
Vice President NHC /Student Affairs	<C>	1		
Web & Portal Services Manager	<C>	1	1	

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**VIII. PERSONNEL RECOMMENDATIONS**

**7. Salary Adjustment for Full-Time Regular Confidential Employees (As Amended)**

**BACKGROUND**

Full-time regular confidential employees are those persons who are hired to fill positions on the Staffing Table which are not included in any bargaining unit and whose employment does not have a specified date of expiration.

**RECOMMENDATION**

Annually the Administration in consultation with the Personnel Committee and other trustees develops a recommendation for salary adjustments for persons in confidential positions. It has been determined that an adjustment of 2% retroactive to July 1, 2014 is appropriate for all confidential positions except as noted in the resolution below.

**RESOLUTION**

Be it resolved upon the recommendation of the President and the Personnel Committee and Executive Committee that the following pay adjustments be made for the salaries of incumbent confidential employees retroactive to July 1, 2014: the Executive Administrative Assistant to the Vice President for Student Affairs/North Hudson Center to \$45,000; the Executive Administrative to the Vice President for Planning and Development to \$56,000; the Vice President of Academic Affairs to \$155,000; the Vice President of Student Affairs/North Hudson Center to \$155,000, and all other employees by 2% of base pay. The President's salary is excluded from this resolution.

**INTRODUCED BY:** Bakari Lee

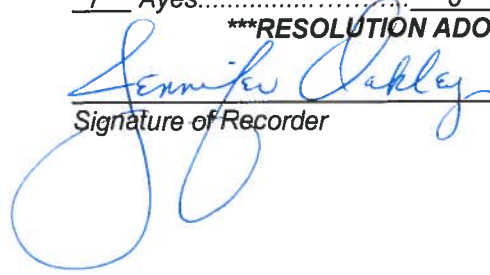
**SECONDED BY:** Harold Stahl

**DATE:** October 14, 2014

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

7 Ayes..... 0 Nay

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

10-14-14  
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**IX. ACADEMIC AND STUDENT AFFAIRS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**X. NEW BUSINESS**

**None**

**HUDSON COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING  
October 14, 2014**

**XI. ADJOURNMENT**

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

**INTRODUCED BY:** Karen Fahrenholz

**SECONDED BY:** Bakari Lee

**DATE:** October 14, 2014

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

7 Ayes..... 0 Nay

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

Jennifer Oakley  
Signature of Recorder

10-14-14  
Date