

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

Regular Meeting--Board of Trustees
October 18, 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
October 18, 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>PRESENT</u>
Joanne Kosakowski	<u>ABSENT</u>
Bakari Lee	<u>PRESENT</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, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

III. COMMENTS FROM THE PUBLIC

Ismael Randazzo, ESL Instructor, commended the President and the Board of Trustees on the success of the Grand Opening of the North Hudson Higher Education Center. He commented on the positive feedback from students concerning the new facility. He also presented a token in honor of the new facility.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Trustee Bakari Lee was recognized for his appointment as the Northeast Regional Chair to the Board of the Association of Community College Trustees. He gave a brief overview regarding his attendance at the ACCT Annual Leadership Congress. He also mentioned that the New Jersey Council of County Colleges Trustees' Retreat was scheduled for October 27th at Middlesex County College.

Trustee James Fife spoke about the first annual West Hudson Scholarship Fundraiser, Thursday, October 20th at the Culinary Arts Conference Center.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of September 13, 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 September 13, 2011.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Transitional College – Summer Bridge Program
AGENCY: TD Bank Foundation
PURPOSE OF GRANT: An application was submitted to support express remediation programs for incoming students
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$13,434
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 7/1/12 – 2/1/12

TITLE: Opening the gate: Improving Mathematics Success for STEM Careers
AGENCY: US Department of Education
PURPOSE OF GRANT: Strengthen and enhance STEM programs and the technological infrastructure at the College
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$5,000,000 over five years to be split with NJCU
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 10/1/11 – 9/30/16

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: James Fife

DATE: October 18, 2011

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

10-18-11
Date

**ATTACHMENT A
ITEM VI**

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

**REGULAR MEETING --- BOARD OF TRUSTEES
September 13, 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, Aja Moore, ex officio) Student Alumni Representative, William Netchert, Adrienne Sires, Katia Stack and Alfred Zampella.

ABSENT: Joseph Cundari, Trustee Emeritus, (ex officio), Roberta Kenny, and Bakari Lee.

Counsel to the Board: Sheri Siegelbaum, 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: Eric Friedman, Roger Jones, Lloyd Kahn, Ryan Martin, Frank Mercado, Randi Miller, Paula Pando, Ismael Randazzo, Qamar Raza, P.J. Reilly, John Sommer, and Vincent Zicoello.

III. COMMENTS FROM THE PUBLIC - None

MOTION TO SUSPEND THE ORDER OF THE AGENDA

Introduced by: James Fife

Seconded by: Adrienne Sires

7 Ayes.....0 Nays

Resolution Adopted

IV. CLOSED SESSION

To discuss contractual and legal issues

Introduced by: Katia Stack

Seconded by: Adrienne Sires

7 Ayes.....0 Nays

Resolution Adopted

MOTION TO RETURN FROM CLOSED SESSION

Introduced by: Katia Stack

Seconded by: Adrienne Sires

7 Ayes.....0 Nays

Resolution Adopted

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 15th.

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

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 28th.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

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

2. Gifts, Grants and Contract Reports

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

Introduced by: Katia Stack

Seconded by: Adrienne Sires

7 Ayes.....0 Nays

Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

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

7 Ayes.....0 Nays

Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

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

2. RESIGNATION

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

3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
George Hefelle	Director of Conference Center	09/14/2011	\$55,000 (pro-rated)

4. TEMPORARY ASSIGNMENTS

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

5. TEMPORARY CONSULTANT ASSIGNMENT

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

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

Last Name	First Name	Department	Title
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

Introduced by: James Fife
Seconded by: Karen Fahrenholz
7 Ayes.....0 Nays Resolution Adopted

IX. ACADEMIC AND STUDENT AFFAIRS - None

X. NEW BUSINESS - None

XI. ADJOURNMENT 7:20 P.M.

Introduced by: Karen Fahrenholz
Seconded by: James Fife
7 Ayes.....0 Nays Resolution Adopted

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. AWARD OF A BACKGROUND INVESTIGATION VENDOR FOR THE HUMAN RESOURCES DEPARTMENT

WHEREAS, the College has a need for a background investigation vendor 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 but not to exceed \$25,000.00; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, Hire Right of Irvine, California, is the proposed vendor to provide employee background investigations; and

WHEREAS, Hire Right has completed and submitted Business Entity Disclosure Certifications which certifies that Hire Right 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 Hire Right 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 Hire Right of Irvine, California 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

2. RESOLUTION AUTHORIZING THE AWARD OF A FOOD CLEANING SUPPLIES AND SMALL IMPLEMENTS VENDOR FOR CULINARY ARTS

WHEREAS, the College has a need for various food cleaning supplies and small Implements products for the Culinary Arts department 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, Sysco Food Service of Jersey City is the proposed vendor to provide these supplies at a cost of \$67,000.00; and

WHEREAS, Sysco Food Service of Jersey City, New Jersey, completed and submitted Business

Entity Disclosure Certifications which certifies that Sysco Food 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 Sysco Food Service 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 Sysco Food Service 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.

3. AWARD FOR ALTERATIONS TO 81 SIP AVENUE

REPORT/BACKGROUND:

On September 29, 2011, the Facilities Ad-Hoc Committee approved a bid for alterations to the Mezzanine Level of 81 Sip Avenue. This is part of a long term plan in reducing leased space. Of the eight (8) bids received, Molba Construction of Little Ferry, New Jersey, was the lowest responsible bidder at \$515,981.00.

RECOMMENDATION:

The President, the Administration, the Facilities Ad-Hoc Committee and the Finance Committee recommend the award for the alterations to the Mezzanine Level of 81 Sip Avenue, Jersey City, to Molba Construction of Little Ferry, New Jersey, at the total cost of \$515,981.00 to be funded from the Chapter 12 budget.

4. AWARD FOR COPIER MACHINES

REPORT/BACKGROUND:

Below is a draft of the action taken by the Finance Committee in June 2011, which we discussed should be reflected in the records.

The College put in place a plan with Penguin Imaging under State Contract Numbers A51143, A64040, A68052 and GSA Contract GS-25F-0037M which complies with N.J. Fair and Open acquisition practice to replace all existing copiers campus wide, this transaction needed to be in place prior to June 30, 2011, to realize a savings to the operating budget in year 1 of \$64,320.06 and \$28,965.31 per annum years 2 – 5.

RECOMMENDATION:

The President, the Administration, the Facilities Ad-Hoc Committee and the Finance Committee ratify the award for copier machines to Penguin Imaging of West Windsor, New Jersey, for the total cost of \$707,095.00 for the total contract period of 60 months payable in equal monthly installments and funded from the operating budget.

5. PURCHASE OF FURNITURE

REPORT/BACKGROUND:

The minutes taken at the Facilities Ad-Hoc Committee meeting of April 6, 2011, which were adopted by the full board of trustees at the August 16, 2011 meeting, reflect the approval to purchase furniture to be funded by Chapter 12 in the amount of \$744,870.00.

RECOMMENDATION:

The President, the Administration, the Facilities Ad-Hoc Committee and the Finance Committee ratify the purchase of furniture to be funded by Chapter 12 in the amount of \$744,870.00.

6. ACQUISITION OF TRI-ANNUAL SOFTWARE LEASE FOR ESL LABORATORIES

REPORT/BACKGROUND:

There is a need to acquire a software lease for the ESL Laboratories. This software provides a web based ESL software solution that Students and Instructors can access in the computer labs and remotely through the Internet. The sole provider of the proprietary software and services is ReLANpro/ASC Direct Inc. of Marshfield, MO.

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the Board of Trustees approve the acquisition of the three year licensing agreement at a total cost \$22,250; payable as follows: Year 1: \$6,250, Year 2: \$8,000 and Year 3 \$8,000; respectively, with ReLANpro/ASC Direct Inc. of Marshfield, MO. This agreement will be funded from the operating budget.

7. LEED CERTIFIED COMMISSIONING SERVICES FOR THE NEW LIBRARY IN JERSEY CITY, NEW JERSEY

REPORT/BACKGROUND:

The College is seeking LEED (Leadership in Energy and Environmental Design) Accreditation for the proposed new six story 117,320 sq. ft. Library building with a full basement. Professional designation is awarded to those who demonstrate their knowledge of "green building practices" integrated design and the capacity to facilitate the LEED certification process which includes a LEED rating system.

There is a need to provide LEED certified commissioning services in order to become LEED Accredited. A request for proposals was advertised on the Internet beginning Wednesday, August 3, 2011. The following two (2) proposals were received:

<u>FIRM</u>	<u>LOCATION</u>	<u>AMOUNT</u>
Wick Fisher White	111 S. Independence Mall E. Ste. 400 Philadelphia, PA 19106	\$ 47,000.00
Concord Engineering	520 South Burnt Mill Road Voorhees, NJ 08043	\$ 134,555.00

RECOMMENDATION:

Therefore, the President, the Administration, the Facilities Ad-Hoc Committee and the Finance Committee of the Board of Trustees recommend that the Board of Trustees approve Wick Fisher White, of Philadelphia, Pa., in the amount of \$47,000.00.

8. REPORT OF THE FACILITIES COMMITTEE FOR CONSTRUCTION OVERSIGHT

REPORTS/BACKGROUND:

On March 12, 2002, the Board of Trustees established a Facilities Ad-Hoc Committee to oversee plans and costs for campus development. The Board designated the Chair of the Facilities Committee to serve as Ad-Hoc Committee Chair. Other members of the committee were to include the College President, the Vice President for Administration and Finance, the HCCC Director of Facilities, the Construction Manager (outsourced), and College Counsel for real estate and construction issues. This committee was empowered to "review and approve all project plans and costs including design, renovation or construction.

The Committee here presents to the Board the approved minutes of the July 14, 2011 meeting. It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee. It is anticipated that these submissions would be on a monthly basis as the Committee approves its minutes.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the July 14, 2011 meeting as submitted for inclusion into the records of the Board of Trustees.

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 – 8:** 1) Award of a Background Investigation Vendor for the Human Resources Department, 2) Resolution Authorizing the Award of a Food Cleaning Supplies and Small Implements Vendor for Culinary Arts, 3) Award for Alterations to 81 Sip Avenue, 4) Award for Copier Machines, 5) Purchase of Furniture, 6) Acquisition of Tri-Annual Software Lease for ESL Laboratories, 7) Leed Certified Commissioning Services for the New Library in Jersey City, and 8) Report of the Facilities Committee for construction oversight.

INTRODUCED BY: Katia Stack

SECONDED BY: James Fife

DATE: October 18, 2011

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

8 Ayes..... 0 Nay

RESOLUTION ADOPTED

James Fife
Signature of Recorder

10-18-11
Date

OFFICE OF COLLEGE OPERATIONS
Frank Mercado, Vice President



Facilities Ad Hoc Committee
July 14, 2011
9:30 a.m.

REVISED

Minutes

Present:

John Curley, Real Estate Attorney
Ted Domuracki, President, MAST Construction
James Fife, HCCC Trustee
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
Adrienne Sires, HCCC Trustee, Co-Chair
John Sommer, Vice President for Finance
Joseph Torturelli, Director, Facilities
Alfred Zampella, HCCC Trustee

Absent: Hugh McGuire, McGuire and Associates
Frank Mercado, Vice President for College Operations

Guests: Paula Pando

Marcella Williams, Recording Secretary

The meeting was held at the North Hudson Higher Education Center. After the meeting Committee members along with County Executive Thomas DeGise and Chief of Staff William Gaughan were taken on a tour of the new facility by Paula Pando, Vice President.

1. APPROVAL OF THE PRIOR MINUTES

Motion to accept Minutes of June 14, 2011

Introduced by: Adrienne Sires

Seconded by: James Fife

*****Motion Passed*****

(continued...)

2. NORTH HUDSON PROJECT (UNION CITY)

Project Update (Frank Mercado and Legal Counsel)

a. North Hudson Pedestrian Bridge Update (Frank Mercado and Legal Counsel)

The Committee reviewed the bid from Seacoast to place wording (21" high letters) on the pedestrian bridge. After reviewing a picture of the bridge with the wording, the consensus was to change it from "North Hudson Higher Education Center" to the brand name "Hudson County Community College." The College's name will be viewed from the side of the bridge facing Bergenline Avenue.

Motion to award bid to Seacoast in the amount of \$3,143.00 to put wording on the pedestrian bridge (attached to North Hudson Higher Education Center) reading "Hudson County Community College."

Introduced by: Adrienne Sires

Seconded by: James Fife

*****Motion Passed*****

3. JOURNAL SQUARE PROJECTS UPDATES (changes and developments since last Facilities Committee meeting)

a. 2 Enos Place (no comments)

b. 25 Pathside

Dr. Gabert said that Frank Mercado indicated at the last meeting he was waiting for the owners of Follett Bookstore to issue the addendum to the current contract before following up on their proposal for 25 Pathside, which will probably give the College more leverage.

c. 65-79 Sip (Library)

Dr. Gabert has spoken to FLIK about providing food service (light refreshments) at the food court at 65-79 Sip when the building is constructed. The contract with FLIK will need to be amended.

Ted Domuracki requested to have a meeting with architects to close out the library project.

(continued...)

d. 83-87 Sip (mezzanine level renovation)

Troy Marzziotti said a meeting was held regarding the mezzanine level renovations. Bids are due July 28th. The budget for the renovation is \$450,000. This is a first step in closing down 26 Journal Square. The following departments would then become swing space and moved to 83-87 Sip: Security, Facilities, Communications and possibly Finance.

e. 870 Bergen Avenue (Glen Gabert, Frank Mercado and Ted Domuracki)

Ted Domuracki indicated that one more round of meetings will be scheduled with on-call architects DiCara Rubino to explore possible options for adding labs in the Joseph Cundari building. A report will be prepared by the end of August.

f. Welcome Center

Troy Marzziotti reported that final comments from the Port Authority were addressed. Some of their restrictions i.e. for external use of the facility have been unreasonable. Paula Pando agreed and said that there are too many restrictions. Although she has requested to receive guidelines for external use, as of yet, she has not. Troy Marzziotti is waiting for the final sign off.

4. STATUS OF CHAPTER 12 APPLICATION (John Sommer)

John Sommer said the College has received a letter from the New Jersey Council of County Colleges' treasurer granting approval to HCCC's request for \$8.5M in Chapter 12 funds for FY2012.

**5. CAPITAL BUDGETS AND RESPONDING TO BOARD OF SCHOOL
ESTIMATE INQUIRY (John Sommer and Glen Gabert)**

John Sommer reported that he has received responses from other community colleges regarding the added costs to their budgets pertaining to child care centers and gymnasiums.

(continued...)

6. LEASES FOR 26 JOURNAL SQUARE (Hugh McGuire)

John Sommer told the Committee that Hugh McGuire has sent a letter to owners of 26 Journal Square informing them that the College is **not** renewing the leases for the Bookstore, 2nd and 14th floors. The current lease allowed for a renewal option only at current terms. Hugh McGuire, in conjunction with Jack Curley's office, has contacted the building owner to attempt negotiations for a new term at more favorable rates.

7. OTHER BUSINESS

a. Length of Follett Contract

John Sommer reported that the Follett Bookstore contract will expire soon. Frank Mercado has had preliminary conversations with Follett representatives to adjust the contract.

b. Peter Stuyvesant Statue

The City of Jersey City has taken possession of the Peter Stuyvesant Statue. The statue was moved to the Beacon Condominiums in Jersey City for its upcoming restoration. Troy Marzziotti is waiting to receive the invoice from Burns Brothers, who is seeking payment from the College for its portion of the storage fee, in the amount of \$4,785.00 for 14 months of storage.

8. SCHEDULED MEETINGS

Thursday, October 27th, 9:30 a.m.

9. ADJOURNMENT

The meeting was adjourned at 11:05 a.m.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Bernabe Abascal	Assistant Professor	01/01/12

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>
Geetika Jain	Counselor	09/15/11
Mansoor Najee-ullah	Director, Academic Foundations	09/26/11

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>
Shameka Jennings	Financial Aid Assistant	10/19/2011	\$25,000 (pro-rated)

Note: This is a replacement for Purvi Patel.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Arnold Munoz	Lab Technician	10/19/2011	\$25,000 (pro-rated)

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Miryam Hernandez	Accounts Receivable Clerk	10/19/2011	\$30,000

Note: This is an approved position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Sonia Medina	Academic Lab Coordinator	10/19/11	\$38,000 (pro-rated)

Note: This is a replacement for Idalia Chicas.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Bryan Barrachina Barreres	Counselor	10/19/11	\$38,000 (pro-rated)

Note: This is a replacement for Geetika Jain.

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>
John Nutakor	Instructor, Mathematics	09/19/2011 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. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: OCTOBER 19 - JUNE 30, 2012

Last Name	First Name	Department	Title
Albert	Einstein	Advisement & Counseling	Front Desk Assistant
dela Pena	Ariane	Advisement & Counseling	Front Desk Assistant
Ortiz	Arnaldo	Culinary Arts	Receiving Clerk
Broadnax	Beverly-Anne	Disability Support Services	Notetaker/Reader
Jackowsky	Margaret	Disability Support Services	Sign Language Interpreter
Udenta	Josephine	Enrollment Services	Student Ambassador
Wilson Lobban	Richetta Laverne	Library	Librarian
Walden	Douglas	Library	Librarian
Davis-Johnson	Nicole	Tutorial Services	Tutor
Edwards	Naomi	Tutorial Services	Tutor
Lanier	Roval	Tutorial Services	Tutor
Pacis-Lizares	Mary	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. 5.

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 1-5:** (1) Retirement (2) Resignation (3) Appointment of Staff, (4) Temporary Assignment, (5) Appointment of Additional New Part-Time Hires.

INTRODUCED BY:

James Fife

SECONDED BY:

Karen Fahrenholz

DATE:

October 18, 2011

Fahrenholz, Karen

AYE

Fife, James

AYE

Kenny, Roberta

AYE

Kosakowski, Joanne

ABSENT

Lee, Bakari

AYE

Sires, Adrienne

AYE

Stack, Katia

AYE

Zampella, Alfred

AYE

Netchert, William, Chair

AYE

8 Ayes..... 0 Nay

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

Jennifer Oakley 10-18-11
Signature of Recorder

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
October 18, 2011**

VIII. PERSONNEL RECOMMENDATIONS

6. EXEMPTION REPORT NEW JERSEY FIRST ACT

WHEREAS, P.L.2011 Chapter 70 (New Jersey First Act) was signed into law on May 19, 2011; and

WHEREAS, this law requires individuals to be residents of New Jersey in order to hold certain public employee positions in the State; and

WHEREAS, full or part-time members of the faculty, the research staff and the administrative staff will be exempt from the residency provision of the law if their position titles are included in an exemption report filed by Hudson County Community College ("College") with the State by November 1, 2011 and on January 1 annually thereafter; and

WHEREAS, inclusion of positions on the exemption report is based on the requirement of the position for special expertise or extraordinary qualifications in an academic, scientific, technical, professional, or medical field or in administration, which if not exempt from the residency requirement, would seriously impede the College's ability to compete successfully with higher education institutions in other states.

NOW, THEREFORE, BE IT RESOLVED that the attached Exemption Report be filed with the appropriate State officials; and

BE IT FURTHER RESOLVED that the Board of Trustees authorizes the President of the College to amend the report and file it with the State as appropriate.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: James Fife

DATE: October 18, 2011

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

8 Ayes..... 0 Nay
RESOLUTION ADOPTED

Jennifer Oakley 10-18-11
Signature of Recorder

Hudson County Community College Exemption Report
Under New Jersey First Act

Submitted on 10/18/11

<u>Positions Proposed for Exemption</u>	<u>Rationale</u>
1. a. Full Time Instructors, Assistant Professors, Associate Professors and Professors b. Part Time (Adjunct) Professors c. Instructors, Corporate & Community Programs	These teaching positions require special expertise and specific academic, scientific, and professional qualifications.
2. a. President b. Vice President, Academic Affairs c. Vice President, Finance d. Vice President, Operations e. Vice President, Development/Assistant to the President. f. Vice President, North Hudson Center/Student Affairs g. Chief Information Officer h. Executive Director, Human Resources i. Academic Deans, Academic Associate Deans, Academic Assistant Deans, Academic Executive Directors & Academic Directors	
3. a. Associate Dean, Research & Planning b. Grants Officer c. Director, Learning Resources Center d. Director, Communications e. Director, Conference Center f. Executive Director, Distance Education g. Director, College Life h. Dean of Student Affairs i. Associate Dean for Student Services j. Associate Dean for Enrollment Services k. Associate Dean for Student Financial Assistance l. Assistant Dean of Students m. Director, EOF n. Director, Admissions o. Director, Financial Aid p. Director, Enrollment & Student Services q. Director, Advisement & Counseling r. Director, Testing & Assessment s. Registrar t. Controller u. Assistant Controller v. Director of Student Accounts w. Manager, Purchasing Services x. Assistant Chief Information Officer y. Director, Safety & Security Director z. Director, Facilities aa. Financial Analyst bb. Telecommunications & Systems Manager cc. Data Communication Network Manager dd. Human Resources Manager	Same rationale as #2.

Failure to grant exemption of the above positions from the New Jersey First Act would seriously impede the ability of the college to compete successfully with similar educational institutions in other states, because:

- 1) Hudson County Community College recruiting draws upon a competitive marketplace that is beyond the state of New Jersey.
- 2) Hudson County Community College uses publications and websites that reach candidates beyond New Jersey.
- 3) Hudson County Community College's recruiting experience confirms the receipt of applications from out-of-state applicants for these types of positions.
- 4) Hudson County Community College competes with out-of-state employers for persons with similar skill sets.

**HUDSON COUNTY COMMUNITY COLLEGE
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IX. ACADEMIC AND STUDENT AFFAIRS

None

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X. NEW BUSINESS

Chairman Netchert reported that he, Trustees Bakari Lee, and Katia Stack attended a recent Freeholders' meeting to come to a resolution with respect to the Living Wage Ordinance requirement. At that meeting, Frank Mercado and John Sommer were directed to put a cost analysis together.

**HUDSON COUNTY COMMUNITY COLLEGE
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October 18, 2011**

XI. ADJOURNMENT

THAT, the meeting be adjourned at 5:30 P.M.

INTRODUCED BY: Bakari Lee

SECONDED BY: Katia Stack

DATE: October 18, 2011

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

8 Ayes..... 0 Nay

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

Jennifer Oakley
Signature of Recorder

10-18-11
Date