

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, January 17, 2023
5:00 p.m., In-person and via Zoom

Trustees Present: Joseph Doria; Pamela Gardner; Frank Gargiulo; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl.

Trustees Absent: Daniel Menendez (Student Alumni Representative)

Comments from the Public: There were no comments from the public.

Report:

1. Student Government Association Communications Director's Report

Student Government Association Communications Director, Paulina Sonza, offered the following report.

Hi, everyone! I am Paulina Sonza, Director of Communications for the Student Government Association (SGA) and President of the Business and Accounting Club. I'm also an Event Assistant in the Office of Student Life and Leadership. My major is Business Administration, and I will graduate this May. Afterward, I will pursue a bachelor's degree in Business at a four-year institution.

I will be speaking today on behalf of SGA, providing updates on our accomplishments.

During our last New Jersey Community College Association meeting of the fall semester, we connected with Mercer County Community College, whom we met with over the break. They were interested in how we at HCCC conduct our student government. We plan to collaborate with them and other community colleges during the spring semester in creating events.

SGA members participated in the New Student Orientation last week, where we spoke about clubs and organizations. We are excited to welcome the new students and get them involved!

On February 7 and 8, we will host our Back-to-School Mixer at both campuses. Faculty, staff, clubs, and organizations can network and speak with students. The event will also include a trivia game of faculty versus students. This is a great way to build a connection with the students and gain confidence when interacting with office staff and administration.

- Angela Tuzzo, Sally Elwir, and I have been working on bringing the "It's On Us" movement to HCCC under Student Life and Leadership. "It's On Us" is a movement combatting sexual assault on college campuses. We are in the process of arranging workshops and other events that bring awareness to this issue. For more information, please follow our social media account on Instagram @itsonus.hccc.

- The Business and Accounting Club has been planning and developing an important event for next semester. Our club advisor, Professor Sharon Daughtry; Business Club Vice President Leandra Cancel, and I have been working closely on the Business Expo. We have been in contact with entrepreneurs and professionals in the business field. We are also inviting alumni, who have excelled in business, to speak on the panel and vendors to promote their businesses. We call this expo “Career Talks,” where entrepreneurs and business professionals speak about their careers. Our goal for this event is for students to network, ask questions, and become inspired by what they want to pursue after graduating from HCCC. “Career Talks” will be held on February 23 at 1:00 p.m. in the Student Center.

I’m honored to speak here today. We cannot wait to give you more updates about SGA and the clubs at HCCC. Thank you.

Trustee Lee offered the following remarks.

Paulina, great job! It can be difficult to step in and speak to a group like this when you haven’t been doing it in the past. You did it fantastically; very clean, professional, and well done. I majored in business as well. It is good to hear about what you are doing in the business and accounting club. Keep up the good work.

Let Sally know she was missed and usually does an outstanding job. You can rest assured that you filled in for her ably, and we appreciate it.

2. All College Council Chair’s Report

All College Council Chair, Dr. Peter Cronrath, offered the following report.

Good evening, Trustees, President Reber, and the HCCC community,

In honor of Martin Luther King Jr., I want to start with the following quote:

“The function of education is to teach one to think intensively and to think critically. Intelligence plus character – that is the goal of true education.” With the semester starting next Monday, I am sure that HCCC is striving and succeeding to provide “true education” to our students.

At next week’s ACC General meeting, we will have presentations by two 2023 Bellwether Award program nominees. The first is about the DEI Focused Recruitment and Retention Practices at HCCC, and the second is about the Hudson Scholars program. These two groups, as well as one additional group, will be presenting at the Bellwether Futures Assembly in San Antonio, Texas at the end of February. Best of luck to all groups.

The Academic Senate will be presenting a Governance Recommendation to add a Mental Health Services statement to all course syllabi. This will provide another path for students to receive critical information and assist faculty in offering guidance when students are in need.

Additionally, the Academic Senate will present updated class guidelines for students and faculty in remote courses.

In lieu of committee reports, I would like to share one more quote from Dr. King: “We must work passionately and indefatigably to bridge the gulf between our scientific progress and our moral progress. One of the great problems of mankind is that we suffer from a poverty of the spirit which stands in glaring contrast to our scientific and technological abundance. The richer we have become materially, the poorer we have become morally and spiritually.”

Why did I select this quote?

I was recently made aware of new technology available in which students can generate work and then pass it off as their own. This artificial technology can write and debug computer programs, compose music, write poetry, song lyrics, and even student essays. It has the capability to answer test questions, emulate a Linux system, and simulate an entire chat room. Essentially, no one would be able to tell if a student or the computer created the work or took the test.

These apps, artificial intelligence platforms, or potential paid service providers, if not used as intended, become destructors of the learning process while undermining the efforts of every institution of higher education. This goes beyond plagiarism, copying, or writing answers on your hand when taking an exam. The bar has been raised on cheating, an elevation of dishonesty, and a degradation of the student's moral compass.

I am appealing to all standing committees, faculty, and administration to participate in revitalizing and reimagining the standards of academic integrity at the College. If we can get ahead of these negative trends, HCCC will be able to maintain "Best Practices" in all aspects of academic rigor.

I look forward to providing positive updates on these efforts during this spring 2023 semester.

Thank you, this concludes my report.

Chairman Netchert offered the following remarks.

We want to get ahead and adopt a policy for ourselves. One with zero tolerance if we find anyone involved or something along those lines.

President Reber offered the following remarks.

As a community, we are continually addressing these issues and providing solutions and safeguards. We're navigating the emerging technological and educational landscape as part of our "new normal." We will stay on top of this.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees.

Happy New Year! It's great to be back together again!

Shortly after our last meeting in November, we lost a valued colleague and dear friend. I ask you to join me in a moment of silence for Trustee Karen Fahrenholz, her family, and all close to them.

Moment of silence.

Thank you. We all miss Karen so much.

Paulina and Peter, thank you for your reports and your leadership.

Earlier today, our Office of Diversity, Equity, and Inclusion hosted a powerful musical tribute to the late Dr. Martin Luther King, Jr. The Dineen Hull Gallery was teeming with students, faculty, staff, school children, members of the African American Outreach Committee, the Latino Advisory Council, and other community members. Vocalist Angela Birchett and Keyboardist Joey Joseph-DiCarlo, both award-winning performers on Broadway and beyond, offered a rousing performance. We thank all who

made this inspirational program possible, and we thank Trustee Pamela Gardner for attending and representing our Board of Trustees.

Trustees, as I shared in last Friday's *Green Memo*, the Hudson County Board of Commissioners appointed Edward DeFazio as a new HCCC Trustee at their meeting last Thursday. Judge DeFazio served as New Jersey Superior Court Judge from 2012 until 2019, as Hudson County Prosecutor from 2002 until 2012, and in earlier positions in the legal and judicial professions. He holds a Bachelor of Arts degree from Fordham University and a Juris Doctorate from Seton Hall University. In 2006, Judge DeFazio received the "Lawyer of the Year" Award from the New Jersey Commission on Professionalism in the Law.

Judge DeFazio will participate in onboarding over the next several weeks and will be sworn in at the February 21 meeting of the Board of Trustees. He is very much looking forward to participating on the Board, and we all look forward to the knowledge and experience he will bring to our Board and our College.

As I shared with you recently, Hudson County Community College will be recognized as an *Achieving the Dream* "Leader College" at next month's national ATD Dream Conference in Chicago. According to *Achieving the Dream*, "A hallmark of the Achieving the Dream experience is to recognize exemplary institutions that have identified and implemented strategies proven to be successful over time. We do this through the designation of Leader College status that indicates every person who is affiliated with the institution is committed to ensuring student success for all of its students."

Selection as an ATD Leader College is highly competitive and follows an extensive review of data and outcomes. Only a small number of community colleges nationally are named Leader Colleges.

Earlier today, I had a one-on-one meeting with ATD President, Dr. Karen Stout, who was highly complimentary of the considerable success and progress we have achieved as a college community in supporting student retention and degree completion over the last nearly four years. A primary reason for the progress we are making in our student success agenda and as an *Achieving the Dream* network institution is the continuous improvement of our English as a Second Language (ESL) program.

Over one-third of HCCC students speak a language other than English as their first language, and many students begin their higher education journeys in our ESL Program. A focus in our Student Success Action Plan is the reform of our outstanding ESL program in order to help more students succeed, in part by shortening the time required to begin taking general education and major courses and the time required for students to achieve language proficiency and complete their certificates and degrees. We were honored to receive a five-year, \$3 million Title V grant last year from the United States Department of Education to support this work.

This evening, I have invited Jed Palmer, Director of the ESL Program and Academic Foundations English, and Dr. Stephanie Calo, ESL Program Specialist and Coordinator, to discuss the remarkable progress underway in this area of focus and priority. I now turn this over to Vice President for Academic Affairs, Dr. Darryl Jones, to introduce the presentation, followed by Jed and Stephanie.

Dr. Darryl Jones, Jedediah Palmer, and Dr. Stephanie Calo presented [ESL Reform and Continuous Improvement](#).

Dr. Darryl Jones offered opening remarks

Thank you very much, President Reber. Good afternoon, Trustees and colleagues. It's good to see everyone.

Trustees, I'd like to offer some brief remarks before the former presentation from Jedediah and Dr. Calo. In spring 2021, President Reber charged Academic Affairs with fundamentally changing our ESL program. Given the significant number of ESL students enrolled, a priority for the College at that time, and currently, is to improve student success and attainment across English language learners enrolled in the ESL program by increasing student enrollment, persistence, momentum, completion, and transfer rates to four-year institutions.

During the summer of 2021, a group of ESL faculty and members of the advising staff conducted a detailed analysis of the history and current state of academic ESL and Continuing Education ESL programs. A literature review was conducted, a comprehensive inventory of data pertaining to the ESL program was taken, and an effort was made to capture the perspectives of stakeholders, including students, faculty, staff, and administrators. The working group offered recommendations on placement, curriculum, and assessment of student learning. During that same period, the College was putting the final touches on the Department of Education's 2.9 million dollar grant, entitled, the "Golden Door, La Puerta Dorada" project. Needless to say, the work of the ESL faculty, the advising staff, and all of those who assisted with writing the Title V Grant has resulted in significant learning opportunities for our ESL students.

Today, Jedediah Palmer, a long-serving lecturer and now director of the ESL program, along with Dr. Stephanie Calo, who is an ESL Specialist whose position was created as a result of the Title V Grant, are here to provide updates on the astounding progress made thus far. Jedediah and Stephanie, the floor is yours.

Jedediah Palmar offered the following remarks.

Thank you, Dr. Jones. Good evening and thank you, Dr. Reber, for giving us an opportunity to spread some good news about ESL.

As you know, we were awarded a Title V Grant, "La Puerta Dorada" in November of 2021, and for the last year, Dr. Stephanie Calo and I have been creating a new curriculum. We've also accomplished the first component of the grant, the ESL Resource Center. It began operating in May 2022, serving the interests of ESL students across the campus at all levels. Since then, we've been offering workshops, interest groups, and other tutoring and advisement opportunities, all mediated through the ESL Resource Center.

Beginning in the spring 2023 semester, we are rolling out the new Pathway and Skills for Success classes. They're completely redesigned and are unlike any other course currently offered through the ESL program. The Pathway class, the first important attribute, is an integrated skills class that differs from how we teach ESL at the higher levels of the program, where we split the skills by teaching reading with academic discussion and writing in conjunction with grammar. This is appropriate for academic language learning and allows for a focus on critical thinking and individual development of those skills. However, for lower-level learners, there are better options than split skills instruction.

Pathway's model of instruction is that reading, writing, academic discussion, and speaking will all be taught in the same classroom by the same instructor to one cohort of students. It is the first reform made that is particularly appropriate for this population of students with extremely low skills coming to us. The benefit of integrated skills instruction is that it offers a more naturalistic environment for language learners. Often these language learners will go home and/or to work and be in an environment where they are not required to speak English. That makes the time that we have in the classroom with them that much more important. We must use every moment to the greatest advantage of these learners.

Another important reform within these new classes is the room for the personal attention that we've created. One-on-one interaction between instructor and student is vital because we are focusing on identifying students who are struggling early rather than finding out at the end of the semester that they have not succeeded. We are achieving this by placing an academic coach in every classroom along with the instructor. We're capping each classroom to 15 students, which is incredibly important in language learning. Once we can identify those struggling students within the first few weeks, we will connect them with the assistance they need, such as advisement, tutoring, and academic planning.

What's essential is understanding who these students are and then trying to get them the services they need to succeed. The early intervention is the focus of the pathway program because it's going to increase retention and graduation rates.

We've streamlined our tutoring referral system. It's all channeled through the ESL Resource Center now, and it's much easier for a classroom instructor who identifies a student who needs extra help to connect with resources by sending a message to the ESL Resource Center. Then we go into a more aggressive mode of encouraging that student to come in and get the help they need. We can't force students to come to tutoring. However, we will remind them that we're aware of their struggles and have the tools and resources to assist them. We are reaching out to the student instead of waiting for the student to come to us and that is also key.

In addition to the Pathway classes, we are introducing another new class called Skills for Success. This class is unique within the program because it's content-driven. Aside from language instruction, we're finding that many of the students who come to us don't have the skills they need to succeed in College. Many of them are brand new to the country. Some of them have been here for a while, but we can do a better job of delivering instruction that is meaningful to them, something that they'll latch onto and put to use the moment they learn it in the classroom. Often they don't have the skills they need to succeed outside the classroom.

Skills for Success classes are designed to work in tandem with Pathway classes. They're content driven but meant to reinforce the language instruction that students receive in the Pathway classroom lessons. Skills for Success will focus on practical life skills, college transition, study skills, time management, and financial literacy. We hope that the lessons and materials instructors are using will be much more meaningful and authentic to these students to apply in their daily lives in and out of the classroom.

I'm now going to turn things over to Dr. Stephanie Calo, and she's going to go more in-depth about the ESL Resource Center.

Dr. Stephanie Calo offered the following remarks.

Good evening, everyone.

I'm so excited to be here tonight and to talk more about the ESL Resource Center and all the services that it offers our students.

The ESL Resource Center is a designated space that provides not only support for our students to be successful in the classroom, but also opportunities for them to practice the language outside the classroom.

We have a lot of new initiatives. First, we have tutoring and advising. We have the tutoring referral forms allowing an ESL instructor at any point in the semester to notify the student and the center that this student is struggling and would benefit from tutoring. The procedure begins with the professor

talking to the student in person during class, followed by an email from the center. However, we've also created a system for follow up in several different ways such as emails and text messages in students' native language.

Next, we have the progress report forms. Waiting until midterms to flag a student is too late. Therefore, progress report forms will be sent out around week 3 of the semester to all of the Pathway I and Pathway II instructors to flag respective students early on. This opens the opportunity to involve students in tutoring as soon as possible.

Then we have academic planning. If a student receives an R and therefore has to repeat the class, he or she will meet with a member of the ESL Resource Center. In that meeting, the student will register for weekly tutoring appointments and discuss different study skills, possible obstacles they may face during the semester, and what steps to take for a more successful semester.

Another initiative we have are workshops. I'm excited for the spring semester because we've already booked our workshops. We have a financial aid workshop by Christine Peterson. We also paired with Career Services for resume and job interview preparation workshops. I'm most excited about the three versions of all of these workshops in English, Spanish, and Arabic. We will be serving our two most significant populations, Spanish and Arabic speakers. In addition, there will be English-focused workshops, such as pronunciation, idiom, and slang, and those will be presented by a member of the ESL division.

Next, we have interest groups. If you're a language learner, you know it's very challenging to attain a high level of proficiency in a language if you're learning that language only in the classroom. The interest groups include, but are not limited to, Reading Club, Conversation Club, and Movie Club. These groups will offer our students the opportunity to practice their language skills. They're learning outside the classroom in a more relaxed, comfortable environment with their peers.

Lastly, we have Rosetta Stone. Students will be able to practice the skills that they're learning in class independently. Most are familiar with Rosetta Stone. We are using Rosetta Stone Catalyst, which focuses more on business context and unique social interactions. It's much more appropriate for adult learners.

Overall, we're very excited about all the upcoming events we have planned. To reiterate, learning a language is quite challenging, especially as an adult. The new design of the Pathway curriculum and the ESL Resource Center will provide the students the support they need to be successful language learners. Thank you.

President Reber resumed his remarks.

Thanks so much, Darryl, Jed and Stephanie, and many thanks to our ESL faculty and staff for their outstanding work in supporting our students.

Trustees, this concludes my report.

I would be happy to entertain any questions or comments you might have, and Jed and Stephanie would also be happy to answer any questions.

Thank you!

Trustee Lee asked a question.

I'm curious about the breadth of the program. As you mentioned, we primarily have Spanish and Arabic; but at one point, I heard HCCC students speak over a dozen different languages or nationalities. Since we have multiple languages spoken here, how are languages beyond Spanish and Arabic considered in the program?

Jedediah Palmar offered the following remarks.

Thank you for the question. La Puerta Dorada is a grant that focuses on Hispanic-serving institutions. Therefore, our mission, as expressed in the grant, is to serve native speakers of Spanish specifically. We are well aware and have been since the beginning that there are others in our community that we indeed need to serve. This is why we've expanded the workshops to offer the Arabic language. Another large language within the population is Hindi speakers and Gujarati speakers here in Jersey City. We would love to do the same for them down the road. However, at this moment, we are facing a logistical issue. You're quite right. Our students speak many languages, and it's impossible at this point to serve every single one. By expanding into Arabic whenever we can, we are expanding our capacities and would like to continue working from that angle.

Regular Monthly Reports and Recommendations

1. The Minutes of the Reorganization Meeting and Regular Meeting of November 22, 2022, were approved.

2. Gifts, Grants, and Contracts Report

Hudson County Community College has received the following grant:

Title: Federal Earmark Grant

Agency: U.S. Department of Education

Purpose of Grant: Technical enhancements to student learning, including equipment.

College Administrator: Dr. Nicholas Chiaravalloti

College Contribution: \$0

Award Amount: \$2.2 Million

The following actions were taken concerning **Fiscal, Administrative, Lease, and Capital Recommendations** brought forward by the Administration and endorsed by the Finance Committee.

1. Resolution Authorizing Agreement for Technology Management Services, to be funded from the operating budget at a cost not to exceed \$2,415,184, was approved.
2. Resolution Authorizing Assessment Platform, to be funded by the Carl D. Perkins Grant at a total cost not to exceed \$40,868, was approved.
3. Resolution Authorizing the Purchase of Furniture for North Hudson Campus Café and Gabert Library Atrium, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$86,686, was approved.
4. Resolution Authorizing Renewal of Cloud Migration and Security Software, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$101,053, was approved.

The following actions were taken regarding **Personnel Recommendations** brought forward by the Administration and endorsed by the Personnel Committee.

1. Staff appointments to the following full-time positions were approved: Social Worker; Coordinator, Continuing Education and Workforce Development (New Jersey Business and Industry Association Grant-funded); Career Coach; and Librarian.
2. Appointments of Temporary Full-time faculty were approved.
3. Appointments of Temporary Full-time staff were approved.
4. Authorizations of Part-time Staff through January 2024, as needed, were approved.
5. Appointments of New Hire Adjunct Instructors were approved.
6. The following Modifications to the Staffing Table were approved:

<i>Current Approved Title</i>	<i>New Title</i>	<i>Incumbent (If applicable)</i>	<i>Salary Grade and Salary Adjustment (If applicable)</i>	<i>Effective Date</i>
N/A	Bookkeeper	N/A	Salary Grade 105	January 18, 2023
College Lecturer	Associate Director, Open Educational Resources	Michael Whelpley	Salary Grade 115 No Salary Adjustment	January 16, 2023

The following actions were taken regarding **Academic and Student Affairs** as brought forward by the Administration and endorsed by the Academic and Student Affairs Committee.

1. Resolution Authorizing Renewal of Agreement Between Hudson County Community College and Classroom Au Pair was approved.
2. Resolution Authorizing Agreement Between Hudson County Community College and New Jersey Reentry Corporation for the Provision of GED Instruction was approved.
3. Resolution Authorizing Renewal of Memorandum of Understanding Between Hudson County Community College and the County of Hudson Department of Health and Human Services Office of Inclusion and Accessibility, the New Jersey Division of Vocational Rehabilitation Services, and North Jersey Friendship House, for the Delivery of the Project SEARCH Program at the Journal Square Campus, was approved.
4. Resolution Authorizing Renewal of Memorandum of Understanding Between Hudson County Community College and the County of Hudson Department of Health and Human Services Office of Inclusion and Accessibility, the New Jersey Division of Vocational Rehabilitation Services, and North Jersey Friendship House, for the Delivery of the Project SEARCH Program at the North Hudson Campus, was approved.
5. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Kush Klub NJ was approved.
6. Resolution Authorizing Agreement Between Hudson County Community College and Jessica F. Gonzalez, Esq. for the Delivery of a New Jersey Cannabis Licensing Workshop was approved.
7. Resolution Authorizing Articulation Agreement Between Hudson County Community College and LIM College for Academic Pathways in Cannabis Studies was approved.

8. Resolution Authorizing Amendment to Existing Agreement Between Hudson County Community College and Fairleigh Dickinson University (FDU) for Academic Pathways in Radiography was approved.
9. Resolution Authorizing Affiliation Agreement Between Hudson County Community College and Jersey City Department of Health and Human Services for Internship Experiences was approved.
10. Resolution Authorizing Affiliation Agreement Between Hudson County Community College and New Jersey Reentry Corporation for Internship Experiences was approved.
11. Resolution Authorizing Amendment to Existing Agreement with Follett for Follett Access Program was approved.
12. Resolution Authorizing New Proficiency Certificate in Construction Technology was approved.
13. Resolution Authorizing New Proficiency Certificate in Construction Administration was approved.
14. Resolution Authorizing New Proficiency Certificate in Social Justice Advocacy was approved.

The following comments were made under **New Business**:

Chairman Netchert offered the following remarks.

Regarding the passing of Trustee Karen Fahrenholz and the profound loss to us all, as Chairman, I will appoint some trustees to fill her positions. Trustee DeFazio will be on all the standing committees that Karen served. I appoint Trustee Stahl as the Chair of the Personnel Committee. For the moment, Trustee Lee will serve as the Liaison to the Foundation. During the next meeting, I will call for nominations to fill the position of Secretary-Treasurer for the remainder of the year.

Judge DeFazio will be a terrific board member with a lot of experience and knowledge. He will be able to help with some of the great programs in which we have started to invest.

Trustee Lee offered the following remarks.

I want to remind the trustees that the Association of Community College Trustees (ACCT) National Legislative Summit (NLS) is coming up from February 5 through 8. It is an opportunity to interact with trustees throughout NJ and the nation. We will have the chance to take a trip to Capitol Hill and advocate for legislation that benefits community colleges.

The **meeting was adjourned** at 5:42 p.m.

The minutes of the Board of Trustees Meeting, upon approval, are available in the College Library, the President's Office, and on the College website.