

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, January 21, 2020
5:00 p.m.
Mary T. Norton Room
70 Sip Avenue
Jersey City, New Jersey

Trustees present: Joseph Doria; Karen Fahrenholz (Secretary/Treasurer, via conference call); Pamela Gardner; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair, via conference call); Christopher Reber; Silvia Rodriguez; Abderahim Salhi (Alumni/Student Representative); Harold Stahl

Trustees absent: Adamarys Galvin; Jeannette Peña

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

Awards, Recognitions and Special Reports

1. *Student Government Association President's Report*

Student Government Association President Warren Rigby offered the following remarks.

We ended the year with our second Annual Dance. We raised approximately \$150.00 All proceeds went to the Food Pantry.

Just as we did in the fall semester, we are starting the spring semester with a Meet and Greet event at the Journal Square and North Hudson Campuses. It is really intended for students to come and have a fun time.

We are working on another event for the spring. It's similar to the faculty versus student kick ball game. We would like to try to create a tradition here at HCCC and this would be a really great way. It has been done in the past with the basketball game, so we would like to try to reinvigorate that. We would like to make it an HCCC event and a community event, and bring in the community as a whole, which is what we are and what we stand for as an institution.

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following remarks.

In December, the College Life Committee, together with the President's Office, sponsored a Holiday

Mixer open to all faculty and staff. The event was a big success, with well over 100 attendees enjoying food, music, and karaoke.

In a few weeks, the Steering Committee will be launching an ad hoc subcommittee composed of faculty and staff volunteers from within and outside the ACC. The subcommittee will review and make suggestions for possible charter revisions focused on the area of committee composition. Among other issues, we'll be considering the possible inclusion of adjunct faculty, having elected division representatives, and establishing a clearer process for selecting ACC representatives on external committees and councils and defining their roles and responsibilities. Throughout the process, we'll be seeking feedback from the College community.

As the new semester begins, committees are continuing their work and initiating new projects in a range of areas you'll be hearing more about in my next report.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees, and Happy New Year!

Shortly before our holiday break, all of us, our larger community, and the national and world communities were deeply saddened by the horrific events that occurred in the December 10 Jersey City shooting that resulted in the loss of life, injuries, and the devastation of families, friends and community members.

The shootings were perpetrated by Anti-Semitic terrorists, and further Anti-Semitic hatred and bloodshed were leveled against innocent members of our regional community and beyond in ensuing weeks.

As Martin Luther King said, "Injustice anywhere is a threat to justice everywhere." We all stand in solidarity with our Jewish colleagues, students, friends and neighbors, and all who are victims of hate crimes.

Please join me in a moment of silence for all victims of hatred and bigotry.

Thank you.

Lauren and Warren, thank you for your reports and your leadership.

Throughout the day today hundreds of our faculty and staff colleagues participated in College Service Day. The theme for the day's activities was "Removing Barriers to Student Success," which could not be more relevant. Our summer and fall were enormously busy and productive, and spring promises to be even busier. Our work with *Achieving the Dream* is progressing well thanks to the significant and growing engagement of faculty, staff and students throughout the College. Executive Director of Institutional Research, John Scanlon, is leading significant new data analyses that are helping us determine specific goals and areas of focus for our student success initiatives. We will devote our spring to determining where to focus our attention in the coming year, culminating in the identification of two or three specific goals, with outcome metrics, by May. It is clear that, in the end, promoting student success, including degree completion,

transfer, and gainful employment, is about removing barriers to that success, the theme of our College Service Day activities and discussion.

I would like to share a few comments that I made to the College community earlier today at College Service Day.

First, two very important academic areas of focus, in which good work to address barriers is underway, are reducing the time and funding required for students who are enrolled in our developmental education, and English as a Second Language, courses and programs. The issue is not the quality of these programs. Indeed, the programs are outstanding. The issue is the additional time and cost they add to student completion, which are significant barriers to the perseverance and success of many students.

I applaud the work that faculty and staff are doing to streamline time to completion and consider alternatives, such as improving and making the non-credit ESL track affordable for students who do not intend to pursue a degree here; and the successful Accelerated Learning Program (ALP), or co-requisite model for addressing developmental educational needs. In this model, students enroll in college courses while concurrently receiving support to promote their success. It saves time, and removes stigmas associated with developmental education. These are nationwide challenges and opportunities. My hope, which many in our college community share, is that eventually we might eliminate traditional prerequisite developmental education courses and move entirely to co-requisite models, coupled with the expanded use of multiple assessment measures to determine college readiness more effectively. These approaches are proving to enhance the success and completion of students nationwide, and we are seeing positive outcomes in our own data. I will support this continued good work in every way that I can.

A second very important set of barriers falls outside of academic programs. Last fall, and continuing into this spring, our College community has been working with two nationally recognized consultants to gain insight into how we can more effectively support individuals in distress, and individuals who need support in the many areas of accessibility. This work is already providing opportunities for continuous improvement in the removal of barriers for many members of our community. This is a component of the larger “Hudson Helps” project that is now in full gear.

As you are aware, we created and opened food pantries on the Journal Square and North Hudson campuses last year, which to date have served thousands of students. We continue to grow and develop these pantries in partnership with other College and community agencies. This year, our work to remove significant barriers to student success has broadened with the addition of “Hudson Helps” services to address basic-needs concerns of students and others in our College community, including food insecurity, homelessness, mental health, immigration status, accessibility, clothing, and emergency funding assistance, among others. The mission of “Hudson Helps” is to provide thoughtful, caring, and comprehensive information about access to services, programs, and resources that will assist in addressing basic needs beyond the classroom, ultimately resulting in greater student success. Leading this exceedingly important work are Vice President for Student Affairs and Enrollment, Lisa Dougherty, and Associate Dean of Student Affairs, Dr. David Clark. I thank Lisa and David for their outstanding leadership.

Our President's Advisory Council on Diversity, Equity and Inclusion has met several times during the fall and is defining the areas of focus for the Council's work in the coming year, which will culminate in the writing of the College's first ever "Strategic Plan for Diversity, Equity and Inclusion." Last Friday the Council distributed the full results of our campus climate diversity survey that nearly 800 students, faculty and staff completed in November. We have scheduled Town Hall Meetings to discuss the survey findings and their implications for continuous improvement in all areas of diversity, equity, and inclusion. Trustees, we invite your participation in these discussions. I thank co-chairs Lilisa Williams and Yeurys Pujols, and all members of the Advisory Council – including Trustees Bakari Lee and Pamela Gardner – for their leadership.

The coming year will engage all of us in planning and discussion of our next iteration of the College's strategic plan, including a review of our mission and vision. There are many major initiatives underway involving all College constituencies and beyond. This is a sign of a healthy and prosperous College. Our work together in overarching areas of priority will form the foundation of our next strategic plan and will provide an opportunity to integrate shared themes and values of this work.

These areas of priority include current work associated with the Academic Master Plan; Achieving the Dream; our Middle States Self Study and Visiting Team Recommendations; the President's Advisory Council on Diversity, Equity and Inclusion; and student voices from a number of recent and impending surveys in addition to student focus groups. I have asked Executive Vice President and Provost, Dr. Eric Friedman, to lead the planning process that will engage all College constituencies. We want everyone to participate, as everyone in our community has important perspectives to share. I thank Eric for his leadership, and I have asked him to speak briefly about the work and the planning process. Joining Eric is Executive Director of Institutional Research, John Scanlon. Following their remarks, I will return for concluding comments.

Eric Friedman distributed the attached handout, "Hudson County Community College Strategic Planning Timeline, 2019-20," and offered the following remarks.

Good evening Trustees, Dr. Reber, students, faculty and staff.

The handout contains a visual representation of what is happening this year that will feed into—and inform—HCCC's next strategic plan. I'd like to recognize John Scanlon, Heather DeVries and Chris Wahl for mind-melding around this visual that illustrates in a concise way how all of these college-wide planning efforts will lead us to the next strategic plan. We are assuming a 5-year plan but we will leave room for discussion of a shorter plan. At the recent Middle States conference we heard examples of colleges, who, because of market pressures, economic and demographic shifts and changes to local industry, have chosen to create 3-year plans.

The strategic plan is our plan for delivering on our mission. The "our" is really important: students, faculty, staff, trustees, community members, industry partners, high school and university partners, the list goes on. On the left is the box representing the President's goals: these were formed as expansions and extensions of our current mission, vision and values, and our current strategic plan. The arrows in the middle, all moving in the same direction, reflect the forward momentum we are in the midst of.

The first arrow is the Academic Master Plan, the central blueprint for activities within the academic division. Over the last couple of months we have had some very well attended SOAR sessions facilitated by Jim Davy using appreciative inquiry to move all of the participants' ideas forward toward overarching goals.

The next arrow is *Achieving the Dream*. We are engaged in a three-year process with ATD, a national reform network dedicated to helping colleges create data-informed initiatives that drive higher rates of student success (retention-completion-transfer). We will be distributing data from ATD's ICAT survey to the college community soon.

The next arrow is Middle States, our accreditor. Our accreditation was recently reaffirmed for 8 years, but we have a number of recommendations that require focused follow-up. We will be completing our Annual Institutional Update and reporting on any progress made in our key success metrics.

Next is the President's Advisory Council on Diversity, Equity, and Inclusion. An extensive DEI survey led to a large set of data that was distributed to the College community at the end of last week. Special town hall meetings on January 31st in Journal Square, February 12th at NHC, and February 18th in Journal Square, have been scheduled to provide an opportunity for discussion, input, and the crafting of goals that will be represented in a DEI strategic plan.

The last arrow represents how we capture student voices: the real college survey and the CCSSE. I'll turn the microphone over to John Scanlon in a moment to briefly describe the student surveys.

All of this is providing us with important data about what we do, how we are serving our community, and how we are perceived. And it will all drive us towards our mission review and strategic planning process that will commence in the fall and provide numerous open fora and opportunities to fully participate. We will look for overlaps and common emergent themes as we move along. And we will practice "shared architecture," as John says, co-crafting a meaningful plan centered on student success and equity.

John Scanlon offered the following remarks.

Two major surveys of students have happened or will happen. The first was the "Real College Survey," which was administered in the fall. It focused on understanding how students satisfy or in some cases do not satisfy their basic needs. In the spring we will be administering the CCSSE, the "Community College Survey of Student Engagement," which is a nationally recognized instrument to give us insight into how our students engage with their academic work, and comparative data with all of our peer institutions. Our desire is that those data combined with the DEI and ICAT Survey results, will give us a very rich set of qualitative data that will help inform our strategic plan.

President Reber resumed his remarks.

Thanks so much, Eric and John. This is exceedingly important work and we are grateful for your leadership.

I am delighted to share that, for the second year in a row, an HCCC faculty member will receive the prestigious American Association for Community Colleges' *Dale P. Parnell Faculty Distinction Award*. This national recognition, named in honor of former AACC President and CEO, Dale P. Parnell, recognizes faculty for teaching excellence and making a difference in the classroom. Many of you will remember that Associate Professor of English, Katie Sweeting, received this

award last year. It was an immense point of pride for our entire College community. We learned late last week that our valued colleague, Assistant Professor of History, Tony Acevedo, will be presented the 2020 Dale P. Parnell Faculty Distinction Award at AACCC's national convention in late March. Currently Tony is in California helping his family, but we look forward to congratulating him in person soon. To have two faculty members win this prestigious award in successive years is truly a testament to the level of excellence in teaching at HCCC.

As I mentioned in a recent memo, we are all delighted that our valued colleague, North Hudson Campus Executive Director, Yeury Pujols, will be honored on Friday, January 31 by *Save Latin America* at their annual *Los Tres Proceres Antillanos Gala*. Yeury will be one of three Gala honorees. As many of you are aware, *Save Latin America* provides education, wellness, social services and economic development services for the community. The theme of this year's Gala is "Celebrating Education." Congratulations, Yeury!

I am pleased to share that we are collaborating in a number of new and expanded ways with our region's Latino community. For example, we have established a Community Advisory Council comprised of Latino clergy, College and community leaders throughout Hudson County. The Council will meet quarterly to serve members of the Latino community and promote education through outreach, information, and support. In addition, we have invited civic leaders and members of the Latino community to a Networking Reception on Thursday, February 13. It will be held on the sixth floor of the Gabert Library from 6–8 p.m. Trustees, we would be delighted to have you join us if your schedules permit.

I will end there. As always, I welcome questions and comments.

Regular Monthly Reports and Recommendations

1. The Minutes of the Regular Meeting of September 10, 2019 were approved.
2. Gifts, Grants, and Contracts Report - None

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 Marketing of Properties, was approved.
2. Resolution Authorizing Review and Testing Course for Practical Nursing Program from Kaplan, Inc., was approved.
3. Resolution Authorizing Purchase of Automatic Swinging Door Maintenance from Door Jockey of Wall, New Jersey, at a cost not to exceed \$30,000.00, was approved.
4. Resolution Authorizing 26 Journal Square Lease Extension until July 31, 2023, at a total cost not to exceed \$693,477.00, was approved.
5. Resolution Authorizing Purchase of Shuttle Vans from Hertrich Fleet Services, Inc. of Milford, Delaware, at a cost not to exceed \$60,000.00, was approved.

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6. Resolution Authorizing Purchase of a Rapid Response Vehicle from Schumacher Chevrolet-Buick of Boonton, New Jersey, at a cost not to exceed \$30,000.00, was approved.
7. Resolution Authorizing Renewal of Dell Virtual Server Environment Warranty from Dell Technologies, at a cost not to exceed \$23,212.00, was approved.
8. Resolution Authorizing Licensing, Formatting, and Migration of College Wide Imaging Solution from Hyland, LLC, at a cost not to exceed \$71,000.00, was approved.
9. Resolution Authorizing Agreement between Hudson County Community College and Fairleigh Dickinson University, until June 30, 2020, for students to earn a Bachelor of Arts degree in Individualized Studies, was approved.
10. Resolution Authorizing Agreement between Hudson County Community College and County College of Morris for the CareerAdvance USA's apprenticeship program, was approved.
11. Resolution Authorizing Agreement between Hudson County Community College and DaVita Dialysis Contracting, LLC, for the term of one year, was approved.
12. Resolution Authorizing Agreement between Hudson County Community College and International Brotherhood of Electrical Workers, until December 31, 2020, was approved.
13. Resolution Approving Affiliation Agreement with Rutgers University in the development and implementation of field work experience for students in Rutgers' program of education for social work ("Program"), for the term of five (5) years, was approved.
14. Resolution Authorizing Agreement with Statewide Hispanic Chamber of Commerce of New Jersey, until December 31, 2022, was approved.
15. Resolution Authorizing the Award of Consultation for Employee Classification and Compensation Study from Evergreen Solutions, LLC of Tallahassee, Florida, at a total cost not to exceed \$49,600.00, was approved.
16. Resolution to Approve May 21, 2020 Commencement Date and Venue, at a cost not to exceed \$80,000.00, was approved.
17. Resolution Amending Resolution #1 from November 26, 2019 Board of Trustees Meeting authorizing the extension of building maintenance services from Maverick Building Services, Inc. until March 31, 2020, was approved.
18. Resolution Amending Resolution #10 from August 13, 2019 Board of Trustees Meeting, North Hudson Higher Education Center Condominium Lease between the County of Hudson and Hudson County Community College, was approved.

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

1. The resignations of a Professor, and Assistant Vice President for Employee Relations were accepted.
2. The termination of an Instructional Designer was approved.
3. Staff was appointed to the following position: Director of Library Instruction.
4. Appointments were made to the following Temporary Full-time Faculty Assignments Spring 2020: ESL Instructor, Non-tenured; High Level Mathematics Instructor, Non-tenured; Criminal Justice Instructor, Non-tenured.
5. Appointment was made to the following Temporary Full-time Staff Assignment Effective until June 30, 2020: Program Assistant, Early College Program.
6. Appointments of New & Continuing Part-time Hires through January, 2021, were approved.
7. Appointments of New Hire Adjuncts, were approved.
8. Modifications of Staffing Table for FY2020, Effective January 22, 2020, were approved.

Section One:

Delete Title(s)

- a. *Apprenticeship Coordinator*
- b. *Program Coordinator (Nursing)*

Section Two:

Add Title(s)

- a. *Apprenticeship Coordinator, Healthcare (Grant Funded)*
- b. *Apprenticeship Coordinator, Advanced Manufacturing (Grant Funded)*
- c. *Director, Office of Accessibility Services*
- d. *Assistant Director, Nursing Program*
- e. *Simulation Lab Coordinator*
- f. *Admissions and Recruitment Coordinator*
- g. *Associate Director, Continuing Education & Workforce Development*

Section Three:

Change of Title with Incumbents

Academic Administrative Staff

Name
Lori Byrd

Title Change
From: College Lecturer
To: Assistant Director, Nursing Program

Lisa Cieckiewicz

*From: Program Coordinator
To: Admissions and Recruitment Coordinator*

Chastity Farrell

*From: Assistant Director, Continuing Education & Workforce
Development
To: Associate Director, Continuing Education & Workforce
Development*

Naya Stephanie Garrido

*From: Apprenticeship Coordinator
To: Apprenticeship Coordinator, Healthcare (Grant Funded)*

Miriam Masias

*From: College Lecturer
To: Simulation Lab Coordinator*

Section Four:

Salaries Impacted by Staff Title Changes

Academic Administrative Staff

<u>Name</u>	<u>Salary Change</u>
<i>Chastity Farrell</i>	<i>From: \$55,040 To: \$60,000</i>

9. Resolution Authorizing the Award of Consultation for Employee Classification and Compensation Study to Evergreen Solutions, LLC of Tallahassee, Florida, with an anticipated term until May 1, 2020, at a cost not to exceed \$49,600.00, was approved.

10. Resolution Authorizing Ferdinand Orock Settlement Agreement and Release, was approved.

The following actions were taken regarding **academic and student affairs** as brought forward by the Academic and Student Affairs Committee.

1. Proposed Agreement between Hudson County Community College and Hoboken Family Planning, was approved.
2. Proposed Agreement between Hudson County Community College and New York University, was approved.
3. Proposed Venue for Commencement 2020, was approved.

The **meeting was adjourned** at 5:35 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.