

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, January 23, 2024
5:00 p.m., In-person and via Zoom

Trustees Present: Edward DeFazio; Sally Elwir (Student Alumni Representative); Pamela Gardner (Secretary/Treasurer); Frank Gargiulo; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl.

Trustees Absent: Joseph Doria

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

Report:

1. Student Government Association President's Report

Student Government Association President, Lisa Camacho, offered the following report.

Good evening, trustees, faculty, staff, students, and guests. I hope everyone had an amazing winter break, wonderful holidays, and a happy new year. In December, I completed my first semester as the Student Government Association (SGA) President. I want to thank everyone: my advisors, peers, and all the members of SGA who helped me. We had a successful fall semester. I would also like to thank new clubs that exceeded all expectations and hosted many beneficial events for the student body.

SGA played a significant role in events and hosted many fun activities for students on campus. Next semester, SGA will shift its role and activities. Since clubs are highly active and host many events in the spring, I decided that SGA should focus on leadership and lectures. We will host workshops that will teach students how to become better leaders. We will touch on various subjects such as club dynamics, self-care, social media marketing, time management, and more. We will teach club leaders and other students skills they can use here and take with them in their future endeavors. Aside from workshops, we will focus on recruitment. We will have a table present more often in the Student Center with incentives. We also will promote using the Student Voice form for students to report issues that will help us advocate student needs.

Although we are scaling down our event operations, we do plan on helping clubs host their events, including financial, physical, or promotional assistance. We will provide resources to set out the best events for the students.

This semester, I will begin training the next executive board members as the term ends. I intend to implement a system where the candidate is matched with the person currently in the position they desire. They will gain practical experience from that person on performing the role.

These are all my updates from SGA, and more information is to come in the next meeting.

As for updates on the clubs on campus, they all have been working hard to put together their event schedules and meetings during the winter break. The Director of the Inter-Club Council will follow up with all club representatives for an update, which I will share with you at the next meeting.

This concludes my report. Thank you for listening, and have a great evening.

Trustee Lee offered the following remarks.

Great report, and well done, as always. I applaud you for your first semester as president. Relative to the workshops you'll be hosting, I'm glad to participate if you need volunteer speakers or anything along those lines. I admire your initiative in finding priority board members as mentors to pair with new e-board members for practical experience. Congratulations to you and the SGA staff.

2. All College Council Chair's Report

All College Council Chair, Dr. Christopher Cody, offered the following report.

Hello, Trustees.

Happy New Year to you all! I hope everyone had a nice holiday season with family and friends.

One quick note from the All College Council (ACC) Executive Committee: Vice Chair Raffi Manjikian is absent tonight as he celebrates his birthday. Happy birthday, Raffi!

Although classes only began recently, Hudson County Community College (HCCC) has been a beehive of activity in the New Year. HCCC's College Service Day featured a compelling and thought-provoking Keynote speech on Artificial Intelligence by an AI subject-matter expert, Dr. Carlo Lipizzi of Stevens Institute of Technology. The following day, the Office of Diversity, Equity and Inclusion (DEI) hosted the 2024 Dr. Martin Luther King Jr. annual memorial. This was truly a day to remember, as those in attendance had the honor and privilege to learn from Nelson Mandela's grandson, Ndaba Mandela. Seeing some of the trustees in attendance was so nice that day. Trustee Gardner, I believe I can speak for everyone here when I say, thank you for your closing remarks at the event. They were an empowering and inspiring call to action and thus functioned as the perfect conclusion to such a profoundly important event.

I'd also like to highlight some important events coming up this semester. First, the North Hudson Campus (NHC) Courtyard Café ribbon-cutting event is scheduled for February 12. Everyone at NHC, including myself, is abuzz with excitement and anticipation. On February 28, the Hudson Helps Resource Center will host a "Career Closet" fashion show event. I'd also like to note that the college will close on April 10 for the Muslim holiday of Eid, one of the newly added holidays to the academic calendar.

And now, as we prepare to begin spring 2024, the ACC committees will return to work on our many initiatives that advance DEI and student success here at HCCC. I will now provide the latest updates from the ACC committees:

- This semester, the Academic Senate's subcommittees will begin their review of the college's incomplete policy and the college-wide grading scale. We anticipate these policy reviews will conclude before the end of this semester and hope to see GRs on the best path forward for both policies.
- The Student Affairs Committee will continue working with HCCC's student-parents and returning adult students. Under the leadership of Katherine Morales, Director of the Hudson Helps Resource

Center, the committee continues to be engaged with the FamilyU project and the Tepper Foundation grant.

- The Technology Committee is happy to report that Course Dog is now officially live across the college. Additionally, the new Fischer Identity will be going live this week. The HCCC community has been informed well of both developments via email, and everyone should receive instructions regarding the next steps for implementing Fischer Identity. Course Dog and Fischer Identity will streamline the college's scheduling process and increase security, respectively.
- The Development and Planning Committee polled the college community to understand how to best institute and cultivate a culture of giving among staff, students, and alumni. The committee also did an excellent job at the Gala on December 7. Thanks to the Director of Workforce Pathways, Anita Belle, and all the committee members for their hard work!
- The College Life Committee hosted the employee party on December 14, where we all had much fun. The theme of the party was "Around the World." We had karaoke, a dance competition, and an ugly sweater contest, and we presented the award for the Steps for Wellness program winner, Hussein Udeh, from the library. Thank you to the Director of Mental Health Counseling and Wellness, Doreen Pontius, and the committee for their hard work!
- The Space and Facilities Committee is preparing for the installation of vending machines in the STEM building this semester. Additionally, under Associate Registrar Irma Williams' leadership, the committee is working to secure on-campus ATMS, lactation rooms, and calm/zen spaces, which will benefit students from a mental health standpoint.

As we look ahead, the ACC executive leadership will continue to focus on our tasks of cultivating a community of progress and scholarly success. In closing, I wish everyone a productive and invigorating spring semester. Thanks to everyone who made this speech possible, including all the committee members, Dr. Reber and the executive Cabinet, ACC Vice Chair Raffi Manjikian, and ACC Secretary Sarah Teichman!

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees.

It's great to be back together again for our first meeting in 2024.

Before we begin, I ask you to join me in a moment of silence for victims of war and violence in the Middle East, Eastern Europe, Africa, and throughout the world.

Moment of Silence

Thank you.

We condemn violence and hatred of all kinds, including antisemitism and Islamophobia.

We support one another in times of difficulty and strive to be a community that is respectful of – and safe for – everyone.

Lisa and Chris, thank you for your reports and your outstanding leadership. I appreciate both of you and all you're doing.

Last Thursday, we were honored to welcome Ndaba Mandela, grandson of Nelson Mandela, as the keynote speaker for HCCC's 2024 Martin Luther King, Jr. Annual Memorial Celebration. The Dineen Hull Gallery was packed with college and community members, including many HCCC students and Hudson County high school students. Mr. Mandela fielded many questions from the audience, including great student questions.

We thank Trustee Pamela Gardner for speaking at the event – and she offered beautiful concluding remarks! We also thank Vice President Yeurys Pujols and his colleagues for planning this exceptional program.

We begin 2024 on a very positive note in our student success agenda.

In a few weeks, Hudson County Community College will be recognized with Achieving the Dream's highest honor of "ATD Leader College of Distinction." This is an elevation of our current designation as a "Leader College" achieved just last year. HCCC earned this recognition in the shortest possible period of time as an ATD network college. Like all such honors, this point of pride is the result of innovative and inspirational work that all members of the HCCC Family own.

We thank Associate Vice President for Academic Affairs, Dr. Heather DeVries, and Associate Vice President for Institutional Research and Planning, John Scanlon, who led HCCC's application for this new and exciting distinction and honor.

This evening, I have invited Senior Vice President for Student Affairs and Enrollment, Dr. Lisa Dougherty, to discuss important and growing efforts to support HCCC returning adult students, including our focused work to recruit and retain many former students and adults in the community who have completed some credits previously but have not completed a degree or academic credential.

Trustee Lee, you have been an advocate of our addressing this need, and this evening we are pleased to share some of what we have done and are doing.

This important work aligns with Governor Murphy's and the legislature's statewide priority of increasing postsecondary educational credential attainment statewide. We are pleased to have received grant funding from multiple agencies in support of these initiatives.

Lisa, thank you for your phenomenal leadership!

Dr. Lisa Dougherty presented on [Supporting HCCC Returning Adult Students](#). She offered the following remarks.

Good evening, everyone. Thank you for the opportunity to talk about this exciting program.

We have an excellent team working together and a great example of collaboration among different offices from Student Affairs and Enrollment, Academic Affairs, Continuing Education and Workforce Development, and, of course, our friends from Institutional Research and Planning.

This week, our adult learners initiative was renamed the Hudson Degree Completion Scholars Program, which reflects and embodies its diverse and dynamic components.

We have two different funding partners, which we combined into one, allowing us to make optimal use of our funds. Last year, we were invited to participate in the Adult Learner Economic Mobility Project, funded in partnership with Jobs for the Future and Achieving the Dream. We're fortunate to be working with Mary Fifield, our Achieving Dream coach, because she is familiar with our College. This is an 18-month project in coordination with the New Jersey Council of County Colleges, including Atlantic Cape Community College and Union College of Union County. The project aims to focus on adult learners

and apply credit from prior learning such as CLEP tests, AP tests, transfer credits, and subjective credits for prior learning opportunities like work-life portfolio. We will examine students' work experience and award them credits for their degree according to labor market information, helping them choose the right majors with the best earning potential and providing them with early career exploration and advising. This project grant offered us \$50,000.

Our other funding partner, the Office of the Secretary of Higher Education (OSHE), has sponsored the Some College, No Degree initiative. OSHE's goal is to reach 65% of adults having credential attainment by 2025. With Hudson County at about 52%, we are seizing this great opportunity. We decided to focus on HCCC stopout students that are age 25 and over. These adult learners were once at our college, and, for some reason, did not finish. These students came here once, and, somehow, life got in the way, and they were forced to stop their education. We plan to implement the principles of the Hudson Scholars Program to these returning students. As a reminder, the Hudson Scholars Program is solely for new HCCC students. Returning students haven't had the opportunity until now to be part of the program. This project grant offered us \$150,000.

Together, we have \$200,000 to enhance the impact of this work. Our target group is returning HCCC students over the age of 25. We have three strategies. One is to re-engage the students through massive outreach and try to get those students to come back to our college. Dean of Enrollment Matthew Fessler and his team lead this strategy.

Next is how to retain the students. Here, we've applied the Hudson Scholars principles, where advisors work closely with students in small caseloads. Dr. Bernadette So, our Dean of Student Success, and I are working on that.

The last strategy is the enhancement of prior learning credits. The team of people working on this is Dr. Heather DeVries, Associate Vice President for Academic Affairs and Assessment and Accreditation Liaison Officer; Dr. Allison Wakefield, Dean of Humanities and Social Sciences; and Lori Margolin, Associate Vice President for Continuing Education and Workforce Development (CEWD). These are our overarching strategies.

Let me discuss how we plan to do this and how we're going to measure our success.

For re-engaging, OSHE has partnered with ReUp, which does most of the initial outreach to these stopout students. We sent them a list of over 10,000 HCCC stopout students, and they reached out. After the initial reach out, they facilitate a warm transfer back to our college. Then, our goal is to re-enroll these former students. We successfully re-enrolled about 500 students in the fall, and, this spring, we have another 530 students registered so far. By the fall, we strive to increase the number of returning adult HCCC students by 15% compared to last fall.

The retaining part applies the principles of Hudson Scholars: small caseloads, stipends for those high-impact activities, and intrusive advising. The goal is to increase our retention of these students. Traditionally, it's about 47% from spring to fall, but we aim to increase the retention to 56% from spring of 2024 to fall of 2024. We have four advisors working and cross-training among our colleagues, two from Continuing Education and Workforce Development, and two from Enrollment Services. They are learning about the Hudson Scholars program principles and how to conduct the outreach. They'll have caseloads of about 100 to 130 students each. We plan to incorporate and emphasize various career explorations with this group to ensure they pursue careers that lead to family-sustaining wages. Then, for speed to a degree, we have a group of people inventorying all the forms of credit for prior learning that we have right now and then reviewing and revising the policies around that, ultimately reimagining how students can bring their life experiences and work experiences and convert them into credits.

Currently, we have only about 6% of our students taking advantage of credit for prior learning, and the goal is to increase that to 15% by fall.

The funding from OSHE must be spent by the end of June, and the funding from Jobs for the Future and Achieving the Dream ends this calendar year. We are disbursing funding for stipends for students, and extra assignments for staff, recruitment events, retention events, etc. We're also requesting a proposal for software that will help us maintain a repository of all the forms of credit for prior learning. Students can make quick assessments to determine what they might be eligible for before even coming into or returning to college.

We're very excited about this initiative. We think this is the funding and push we need to bring our goals to fruition. I will be sure to report back to you on the success of our progress when we're finished with the implementation.

Thank you so much.

Trustee Lee offered remarks.

This is a fantastic program. Thank you for developing it.

The grants were funds to kickstart this program, but what's the plan in the future to ensure ongoing viability?

Dr. Lisa Dougherty responded.

With this initial seed funding, we have piloted a project demonstrating a high return on investment so we can build a case and justify its operationalization, similar to the Hudson Scholars Program. We feel that applying those Hudson Scholars principles to this additional group of students is just one more step in the right direction in scaling it to all students for whom it makes sense. We anticipate positive outcomes in retention and graduation. That's the goal.

Thanks so much.

President Reber offered the following remarks.

Thanks so much, Lisa, and all involved in this vitally important work.

Trustees, this concludes my report.

Chairman Netchert offered the following remarks.

Thank you. President Reber.

We're quick to recognize our faculty, our administrators, and the good jobs they are doing, but we have not given enough credit to the job you and this Cabinet have been doing.

When the pandemic came, you operated under stress; not only did you have to keep yourselves healthy, but you also had to keep a whole campus healthy. Then, going from the pandemic to world crises that developed to the present world crises, there's no better place than HCCC. I'm proud to be the chair of Hudson County Community College. I thank you, President Reber and the entire Cabinet.

Trustee Lee offered the following remarks.

I agree with Chairman Netchert and say you are the best President and Cabinet in the country, who kept the institution healthy while trying to keep yourselves healthy.

Chairman Netchert and I probably should have been long gone, but it's hard to leave when being a part of this institution and enterprise has been such a rewarding and enjoyable experience. We are grateful for your leadership, guidance, compassion, and stewardship, as well as that of your cabinet members.

Awesome job!

Trustee Peña offered the following remarks.

I talked with someone this week who I did not know is a faculty adjunct at HCCC. This person said they love being part of Hudson County Community College. I said, "Oh, I didn't know you lived in the area." They said, "No, I live all the way down in South Jersey, but Hudson is Home." This shows that people are willing to travel extremely long distances to be a part of what we have here. There's no other way to say it, but Hudson is Home, and home is where the heart is.

Trustee Gardner offered the following remarks.

Thank you for all that you do and continue to do. It makes a difference.

President Reber offered closing remarks.

Trustees, on behalf of the Cabinet and the College, I thank you for your leadership, guidance, and support. You have helped create a family-like atmosphere where everyone's contributions matter, leading to great outcomes. We appreciate your guidance and support very much.

Regular Monthly Reports and Recommendations

- 1. The Minutes of the Reorganization and Regular Meetings of November 21, 2023 were approved.**
- 2. Gifts, Grants, and Contracts Report**

Hudson County Community College has received the following grants:

Title: FY24 Some College, No Degree (SCND)

Agency: Office of the Secretary of Higher Education (OSHE)

Purpose of Grant: These funds will enable institutions to build capacity, address institutional barriers to re-enrolling and completing, and foster innovative approaches to serving SCND students.

College Administrator: Matthew Fessler

College Contribution: \$0

Award Amount: \$150,000.00

Title: Parent-Powered Solutions Fund

Agency: Aspen Institute

Purpose of Grant: To create a comprehensive support system for student parents that leads to postsecondary credential attainment, pathway to a degree, and gainful employment.

College Administrator: Anita Belle

College Contribution: \$24,462 (In-Kind Support)

Award Amount: \$50,000.00

Title: FY2024 Hunger-Free Campus Grant

Agency: Office of the Secretary of Higher Education (OSHE)

Purpose of Grant: The funding's purpose is to address student hunger, leverage sustainable solutions to addressing basic food needs on campus, and continue building strategic partnerships at the local, state, and national levels.

College Administrator: Katherine Morales

College Contribution: \$0

Award Amount: \$69,124.76

Title: FY 2024 County College-Based Centers for Adult Transition

Agency: State of New Jersey, Office of the Secretary of Higher Education (OSHE)

Purpose of Grant: This funding provides students with intellectual and developmental disabilities the opportunity to hone their skillsets for a more successful transition from secondary school to postsecondary education, adult employment, and independent living.

College Administrator: Maritza Reyes

College Contribution: \$0

Award Amount: \$386,241.49

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 Technical Operations and Project Management Support Services for the Academic Tower to be funded through Chapter 12 at a cost not to exceed \$977,280 was approved.
2. Resolution Authorizing Construction of Parking Stackers to be funded through Chapter 12 at a cost not to exceed \$1,176,260 was approved.
3. Resolution Authorizing Award of Custodial Services to be funded from the operating budget at a markup amount of 27.9% over union wages was approved.
4. Resolution Authorizing Renewal of Nutanix Software to be funded from the operating budget at a cost not to exceed \$175,197 was approved.
5. Resolution Authorizing Renewal of Consultation Services for Latino Outreach to be funded from the operating budget at a cost not to exceed \$72,000 was approved.
6. Resolution Authorizing IT and Data Installation at the North Hudson Campus to be funded by the Federal Earmark Grant at a cost not to exceed \$67,485 was approved.

- Resolution Modifying the Project to Purchase and Install Camera Kits Necessary for the Technology Upgrades in the Gabert Library to be funded by the Securing Our Children’s Future Bond Act at a cost not to exceed \$545,710 was approved.

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

- The resignations of an Administrative Assistant, Office of Diversity, Equity and Inclusion, and a Director of Health-Related Programs were accepted.
- Appointments of Full-time Staff were approved.
- Appointments of Temporary Full-time Staff were approved.
- Appointments of Temporary Full-time Faculty were approved.
- Authorizations of Part-time Staff through January 2025, as needed, were approved.
- Appointments of New Hire Adjunct Instructors were approved.
- The following Modifications to the Staffing Table were approved:

Current Approved Title	New Title	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
Administrative Support Specialist, Testing and Assessment	Testing and Assessment Coordinator	Ana Cabrera	Salary Grade From 105 to 109 Salary Adjustment From: \$52,319.36 To: \$62,214.70	January 16, 2024
Support Analyst	N/A	Manuel Lendorf	Salary Grade From 107 to 111 Salary Adjustment From: \$46,3338.36 To: \$49,293.23	December 1, 2023
Coordinator, NJBIA (Grant-funded)	Training Coordinator, Continuing Education and Workforce Development (Grant-funded)	Laura Riano	N/A	January 16, 2024
Associate Vice President for Continuing Education and Workforce Development	N/A	Lori Margolin	Salary Adjustment From: \$154,467.04 To: \$159,467.04	January 16, 2024

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

- Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and New Jersey City University (NJCU) for the CONNECT Program was approved.
- Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Hudson Pride was approved.

3. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Bridgeway Behavioral Health Services Center for Integrated Behavioral Health Care was approved.
4. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Hudson County Schools of Technology (HCST) for Culinary Arts Dual Instruction was approved.
5. Resolution Authorizing Amendment to Existing Agreement Between Hudson County Community College (HCCC) and Montclair State University (MSU) for Academic Pathways in Nursing was approved.
6. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and RWJ Barnabas Health, Inc. of New Jersey for a Collaborative Associate of Applied Science Degree Program in Pre-Hospital Medicine: Paramedic Science was approved.
7. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Mana Contemporary was approved.
8. Resolution Authorizing Amended and Restated Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the Hudson County Economic Development Corporation (HCEDC) for an Internship Coordinator was approved.
9. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the NJ Administrative District Council of Bricklayers and Allied Craftworkers (BAC) was approved.
10. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the Eastern Atlantic States Regional Council of Carpenters (EASRCC) was approved.
11. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the International Brotherhood of Electrical Workers (IBEW) Union, Local 102 was approved.
12. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the International Brotherhood of Electrical Workers (IBEW) Union, Local 269 was approved.
13. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the Heat and Frost Insulators and Allied Workers, Local 32 was approved.
14. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the International Union of Operating Engineers (IUOE), Local 825 was approved.
15. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and the Sheet Metal Workers International Association (SMART), Local 25 was approved.
16. Resolution Authorizing Modification to Number of Required Credits in Proficiency Certificates was approved.

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

*Summary of Proceedings of the Board of Trustees Meeting
January 23, 2023*

Chairman Netchert congratulated Trustee Peña on her appointment to the New Jersey State Board of Education.

Trustee Lee reminded all trustees about the upcoming National Legislative Summit in Washington, DC, from February 4-7, 2024.

The **meeting was adjourned** at 5:37 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.