

Summary of Proceedings at the  
Meeting of the Board of Trustees  
January 28, 2014

5:00 p.m.

Mary T. Norton Room, 70 Sip Avenue  
Jersey City, New Jersey

**Trustees present were:** Kevin Callahan; James Fife; Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerard Lee (Vice Chair); William Netchert (Chairman)

**Trustees absent were:** Karen A. Fahrenholz (Secretary/Treasurer); Ramsey Olivencia, Student Alumni Representative; Jeanette Peña; Adrienne Sires; and Alfred Zampella

**Comments from the Public:**

- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association spoke about the need for transparency in College operations, and he also mentioned the need for students to learn on a higher level for competing in a global market.
- Cathie Seidman, Associate Professor, Criminal Justice commented on the appointment of a Vice President for Administrative Services.

**Awards, Recognitions and Special Reports:**

- Angel Ayala, President, Student Government Association gave an update regarding a conference in October 2013 attended by members of the Student Government. He introduced other members of SGA who were present.

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- Dr. Gabert indicated that Trustee Alfred Zampella was seriously ill.
- Trustee Lee encouraged trustees to attend the ACCT National Legislative Summit in Washington, DC February 10-13, 2014.

The trustees **approved the minutes** of the Reorganization Meeting and the Regular Meeting of December 3, 2013.

The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration and endorsed by the Finance Committee:

- The award of vendor for DVD titles for FY14 was awarded to Insight Media of New York, New York at a cost not to exceed \$21,894.30.
- The award of subscription service for the Library for FY14 was awarded to EBSCO Information Services of Tenafly, New Jersey at a cost not to exceed \$30,466.95.
- The award of database software for the Library for FY14 & FY15 was awarded to ProQuest of Chicago, Illinois for the next two (2) years, at a total cost not to exceed \$36,087.00.

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

The Staffing Table was modified and a Vice President for Administrative Services was approved. (Over the past several months the President and Trustees assessed the structure and organization of the President's Cabinet to determine not only how to make best use of strengths of current staff but also how the staffing table might be structured to meet the long-range goals of the College. It was determined that one vice president title should be added to the staffing table with two existing titles modified and that four areas currently reporting directly to the President should be moved under the new Vice President. Any added costs would be absorbed within the existing budgets of the four areas. The Trustees approved these changes and appointed a Vice President for Administrative Services.)

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- The resignation of an Instructional Designer was accepted.
- Staff were appointed to the following full-time job titles: Executive Director, Center for Online Learning; Instructor, Academic Foundations Math; Coordinator, Evening/Weekend Off-site Programs, Non-Traditional Programs; Admission Recruiter, Student Services; and Vice President for Administrative Services.
- Staff was appointed to the following temporary full-time assignment: Assistant Registrar, Enrollment Services.
- Staff were appointed to the following temporary full-time faculty assignments: Instructor, Culinary Arts; Instructor, Criminal Justice; Instructor, Academic Foundations English (3); Instructor, Academic Foundations Mathematics; Instructor, ESL (2); Instructor, Health Services; Instructor, History; Instructor, Chemistry/Science; and Instructor, Mathematics.
- Persons were approved for inclusion on the list of those authorized for additional new and continuing part-time employment: January 21-June 30, 2014
- Persons were approved for inclusion on the list of those authorized for additional new hire adjuncts Spring 2014.

The following actions were taken concerning ***new business***:

- The amendment to the resolution for the extension of construction management services provided by MAST Construction of Little Falls, New Jersey for a total cost not to exceed \$289,411.00 was approved.
- The settlement agreement and the payment of funds in connection therewith regarding claims filed by NCSC/UAW Senior Citizens Housing Company, Inc., t/a Plaza Apartments was approved in the amount of \$82,500.00.

The **meeting was adjourned** at 5:25 p.m.

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