

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, March 12, 2024
5:00 p.m., Mary T. Norton Board Room 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. It is nice to see everyone and be with you again in person. My updates for the Student Government Association (SGA) are as follows.

Our SGA Skills workshop is happening today until 5:30 p.m. We anticipate students and club leaders in attendance who are ready to teach and learn. We set up tables focused on different skill sets, including marketing and social media, professional beauty tips, career services, basic technology skills, and time management.

SGA has also been planning our annual Multicultural Day event, and Multicultural Game Day. Students can take a stroll down memory lane and play childhood games. We collaborated with Phi Theta Kappa for this event. We will offer diverse cultural cuisines. This event is scheduled for Friday, April 12 from 4:00 p.m. to 7:00 p.m. in the Journal Square Campus (JSQ) Student Center. You are all invited.

We will begin to train our executive board and have elections next month. More information is to come. Also, a karaoke sing-along in collaboration with the Professional Association is being planned for April.

This concludes SGA updates. On to campus club and organization updates.

The following new clubs started this semester: Poetry Club, Starry Eye Team, Sewing Club, Society of Physics, and HCCC Dreamers.

Model UN Club

The Model UN Club at HCCC has been visiting various food shelters in Hudson County, serving food to people experiencing homelessness, and volunteering their time to serve those in need.

On March 1, 2024, as part of the Social Justice Symposium held at Hudson County Community College, members participated in a panel discussion on how the symposium has influenced their lives including certain viewpoints discussed at the conference.

On April 1-6, Joseph Caniglia, the Executive Director of the North Hudson Campus (NHC), and seven students will be participating in the New York Model UN Conference at the New York Hilton in Manhattan. The conference will advance understanding of the UN and contemporary global issues through quality educational programs that emphasize collaboration and cooperative conflict resolution, and prepare participants for active global citizenship. The Model UN envisions a world of civically engaged people striving for peaceful, multilateral conflict resolution and equitable, sustainable human development.

Active Minds held the following events: Mental Health Counseling & Wellness Sticker Competition, Essentially YOU Event, and Art Unveiled! Art Showcase.

Arab Student Association held the following events: Welcome to Arab World, Museum Tour, and Film and Discussion on Saturday, March 9.

Art and Design Club held the following event: Mural Design Studio Sessions.

Business and Accounting Club held the following events: Women In Business Panel, Mind Your Business Monday, NJCU School of Business Tour, and Saint Peter's University School of Business Tour.

Environmental Club held the following events: Garden Planning with the Environmental Club and Build-A-Rain Barrel with Hackensack Riverkeepers.

Girls Who Code held the following event: GWC Meet and Greet.

HCCC Dreamers held the following events: Major Mates and Rutgers New Brunswick Transfer Program Information Session

Student Programming Board held the following events: Valentine's Day Grab and Go, Karaoke Night, and Women's History Month Raffle.

Health and Science Club held the following events: CPR Instruction with Hands-Only, Women's History Month Discussion and Bag Decorating, and Health & Fitness Pop-ups.

Film Club held the following events: Film and Fork: Disney's Princess, and the Frog and Oscar Night.

Nursing Club held the following events: Valentine's Day Blood Drive, Pre-Nursing Panel Q & A, and Coffee with the Nursing Club.

Society of Physics held the following event: Merck Recruiting.

Starry Eye Team held the following events: Meet The Stars, and Honoring The Past and Present.

Latin Society held the following events: Besitos de Amistad, Dia del Amor y la Amistad, OxFam Hunger Banquet, Dominican Independence Celebration: Bachata Edition, and Artisanal Paint & Sip Members Meeting.

This concludes all I have for everyone today. Thank you for listening, and have a great evening.

Vice Chair Lee offered the following remarks.

It's a fantastic report. I think the ability to convey a lot of information in a digestible fashion is exemplary. Although you started on stride, you continue making strides. Great job!

2. All College Council Chair's Report

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

Hello, Trustees. It's good to see you all. We want to begin by congratulating our colleagues on earning tenure tonight. All four individuals have worked extremely hard to reach this point, and all are respected faculty mentors. I and the All College Council (ACC) executive board want to congratulate you on this outstanding achievement!

The Muslim Holy Month of Ramadan began on March 10. The prayer space is available for all community members at Gabert Library in JSQ. At NHC, the study room may be reserved for prayer as available. This will also be the first year the college calendar observes Eid, celebrated this April 10. The ACC wishes a heartfelt Ramadan Mubarak to all Muslim members of the HCCC community.

March is also Women's History Month, and, today, the HCCC American Chemical Society, the School of STEM, President's Advisory Council on Diversity, Equity and Inclusion (PACDEI), and Saint Peter's University hosted a Women in STEM event in the STEM Building. Next Wednesday, a Women in Business event in the Culinary Building will be held. There are plenty more events happening throughout the month as well.

I want to report that the ACC executive board submitted a proposal recently and was accepted to host a roundtable discussion at this year's NISOD conference in Austin, Texas. The roundtable will focus on lessons learned from our first year as the ACC executive board and will include discussions on the benefits of Hudson's participatory governance model.

The college recently hosted a week-long social justice symposium on teaching and learning, which was a great success - many ACC members moderated, presented in, or attended thought-provoking sessions during the week. Congratulations to Dr. Paula Roberson and her committee on a successful symposium! And congratulations to Dr. Ara Karakashian, who oversees the School of Business, Culinary Arts and Hospitality Management (BCH), which just won the 2024 Inspiring Programs in Business Award. Congrats, Dr. Karakashian and all in BCH! Finally, HCCC recently also won the Bellwether Legacy Award for the Hudson Scholars Program.

Now, on to committee reports:

- Academic Senate, in partnership with Matthew LaBrake and the Online Learning Advisory Council (OLAC), collaborated on proposing two new universal technology statements for HCCC syllabi. A vote was held among all ACC members on whether to approve the statements, and the measure was passed. Henceforth, we recommend the addition of the two universal technology statements to all HCCC syllabi. The committee also continues to review and assess the college's Incomplete policy.
- The Student Affairs Committee did an excellent job working the recent Steven Madden fashion show, where some ACC members participated as models on what to wear and not wear in a professional setting. This event was fun and raised money for the Hudson Helps Resource Center. The event was sponsored by the HCCC Foundation with gold sponsorship support from the Steve Madden shoe company in New York, for which we thank Beata and Raffi Manjikian. The committee also looks forward to participating in events this month, including the Generation Hope conference in New Orleans and the upcoming NJ convening. Finally, the committee continues to work hard on reviewing and assessing the college policy on lactation space for student parents.

- The Development and Planning Committee is organizing the marketing campaign for “Dollars for Scholars,” incorporating events each year to drive campus-wide engagement and handouts to efficiently highlight the impact of giving—when you can, and what you can. The committee now maintains a presence to encourage giving at campus-wide events such as the recent Social Justice Symposium Luncheon this past March 1.
- The College Life Committee is gearing up to help with the Steps for Wellness program, which begins on March 18, and is also working with Human Resources to help with Professional Development Day scheduled for Friday, April 12. They are also planning a spring cookout BBQ event for staff and faculty. More details on that to come.
- The Technology Committee is working on wayfinding technology. They reported that many faculty have enrolled in an online self-paced asynchronous course called *Teaching with AI*, and those who complete it will earn a Professional Development badge.
- The Space and Facilities Committee is considering ways to optimize space usage at NHC while searching for a permanent zen zone and prayer room. At JSQ, the STEM Building will have vending machines on or around March 14. The vending machines will be on the first, second, and fifth floors. Both campuses are also doing their best to find locations for lactation rooms.

That concludes my remarks. I want to thank everyone who made this report possible, including ACC Vice Chair Raffi Manjikian, ACC Secretary Sarah Teichman, all the ACC committee members, and the entire college community. Thank you all for your time!

Vice Chair Lee made a few remarks.

What was the nature and structure of the Technology Committee’s statement?

Dr. Cody responded.

There are two new statements. The first was on Honorlock, a technology used to proctor exams virtually. The other would be Turnitin, a technology that replaced Unicheck and is used for plagiarism detection and AI usage detection in student papers. The statements summarize the use of these technologies. The statements were developed by the Academic Senate in collaboration with Matthew LaBrake’s Advisory Council.

3. *President’s Report*

President Reber offered the following remarks.

Good evening, Trustees.

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

Sunday evening marked the beginning of the holy month of Ramadan. Trustees, with your support, we are proud to have established Eid al-Fitr as an HCCC holiday beginning this year. We wish all members of our Muslim community a blessed Ramadan!

Lisa and Chris, thank you for your reports and leadership, and for all you and your team members do for Hudson County Community College!

Since last month's meeting of the Board of Trustees, Hudson County Community College has achieved two highly significant and prestigious national recognitions about which I would like to open my remarks this evening.

Three weeks ago, at the 30th anniversary of the Bellwether College Consortium national awards competition in San Antonio, TX, our Hudson Scholars program was awarded the Bellwether Legacy Award – the Consortium's highest honor awarded to one institution in the United States, and only once every five years! And, just before that, HCCC was named an *Achieving the Dream Leader College of Distinction* at ATD's national conference. Achieving the Dream bestows *Leader College of Distinction* designation upon only a few community colleges in recognition of evidence-based outcomes and excellence in promoting and supporting student retention, completion, and the achievement of students' goals.

These milestone recognitions are the result of the efforts of the entire college community. They are owned by everyone.

Trustees, thank you for your guidance and support that make possible the excellence in service to our students and mission that these awards recognize!

Vice Chair Lee posed a question.

How can we maximize the college's recent success beyond press releases? Is there a more impactful way to capitalize on this momentum?

President Reber offered a response.

This is a great and timely question. A number of us met recently to discuss this critical topic. Now that we have ten badges signifying national awards, we're exploring how to maximize their impact.

At national conferences, people approach us and express their awareness of our stellar initiatives and outcomes. However, we want this recognition to extend locally as well.

We are talking with media and community leaders, including Wendy Martinez, to secure more coverage in the Spanish-speaking press. This is an important work in progress.

President Reber resumed his remarks.

This evening's agenda includes a resolution to grant tenure to four dedicated, skilled, accomplished, and caring faculty colleagues. We congratulate Instructor of English, Heather Connors; Instructor of Health Sciences, Karen Hosick; Instructor of Mathematics, Laura Samuelson; and Instructor of Accounting, Carrie Rong Xiao.

Trustees, with your approval, these colleagues will be promoted to Assistant Professor with tenure effective next fall. I have asked Vice President for Academic Affairs, Dr. Darryl Jones, to introduce each of our faculty colleagues and invite them to say a few words.

Dr. Jones offered the following remarks.

Thank you, Dr. Reber, and good evening, Trustees, colleagues, and guests.

It is always an honor to present our tenure candidates to the college community. I am incredibly proud that we hire and cultivate high-quality faculty in all our disciplines. Their work remains a critical component in the progress toward our strategic plan goals and our ability to provide a quality education to students and make an indelible impact in our community.

These faculty continue to exemplify high standards of teaching excellence, service to the college and community, professional development, and scholarly activities. Tenure candidates compile a tenure portfolio, interview with committee members, and receive a recommendation from their dean.

In addition to their collective 30-plus years of higher education teaching experience, this year's tenure candidates include a community college graduate, a certified public accountant, a former charter school advisor and teacher, and a fitness trainer. Upon the Trustees' approval, the faculty will be promoted to Assistant Professor.

Karen Hosick, Exercise Science and Personal Fitness Training

Karen is also the Program Coordinator of the Exercise Science and Personal Fitness Training Program. She holds a Master of Arts in Exercise and Sports Science from the University of North Carolina and a Bachelor in Athletic Training/Exercise Science from Ithaca College.

Karen's personal training certifications include the National Academy of Sports Medicine and the National Athletic Trainers' Association. Before HCCC, she taught courses at Montclair State University. She was a Personal Trainer for the New York Sports Club, the Physiology Lab Manager for the University of Mississippi Medical Center, and an Athletic Trainer for St. Dominic's Hospital.

Karen is a 2023 recipient of the PACDEI Faculty Leadership Award, the NISOD Excellence Award, and the League of Innovation Excellence Award. She serves on various committees, including the Faculty Senate, Online Learning Advisory Council, and the All College Council. Dr. Catherine Sirangelo, her Dean, noted that Karen exemplifies what we expect of a tenured professor: excellence in teaching and service to the College and community.

Carrie Rong Xiao, Accounting

Carrie is a Certified Public Accountant with the California Board of Accountancy. She earned an MBA in Business Administration from Virginia Tech University and is pursuing a doctoral degree at NJCU.

Before HCCC, she was a Professor at the Keller Graduate School of Management of DeVry University. Carrie is the recipient of the 2023 NISOD Excellence Award. She holds multiple certifications, including Finance Essentials for Small Business, Teaching Online, and Market Concepts.

She is a member of the American Institutes of Certified Public Accountants, the National Center for Faculty Development and Diversity, and the New Jersey Education Association. Carrie has been described as a productive, talented, and enthusiastic instructor who is deeply concerned about her students. She is passionate about teaching and can always assist her colleagues whenever needed.

Heather Connors, English

Heather holds a Master's in English and Writing Studies from Kean University and a Bachelor's in English from The College of New Jersey. Heather is also a community college graduate, holding an Associate's degree in Liberal Arts/English from Middlesex County College.

Before HCCC, Heather was a Lecturer at Rutgers University and an adjunct faculty member at Kean University and Middlesex County College teaching English. Her professional memberships include the Modern Language Association and the New Jersey College English Association.

She is a recipient of the PEP Teachers Grant and the 2023 NISOD Excellence Award. She serves as the faculty advisor to our Literary Club. Heather is described as an effective teacher who is deeply committed to her students and thoughtful in her pedagogy.

Laura Samuelsen, Academic Foundations Mathematics

Laura is the Assessment Coordinator for the School of Social Sciences and Humanities. She holds a Master's Degree in Mathematical Education from New Jersey City University and a Bachelor's of Science in Finance from the University of Albany.

Before HCCC, Laura served as an Advisor to Early to Rise and a Math Resource Teacher at the Hoboken Charter School. She is an active participant on the OER Steering Committee, where she recently created an OER option for Basic Algebra. Her Dean, Dr. Burl Yearwood, remarked that Laura communicates well with her students, encouraging a strong learning atmosphere in her classroom.

Trustees, I would like to take this opportunity to express my gratitude to Dr. Heather DeVries, who chaired the Tenure Review Board; Linda Guastini, who always provides exemplary administrative support, and those who served on the board. It is a particularly important assignment, and I greatly appreciate the hard work and time that members have contributed to the process. Those who served on the Tenure Review Board are:

Vice President of Human Resources, Anna Krupitskiy; Vice President for DEI, Dr. Yeurys Pujols; Assistant Professor of English, Kathryn Buckley; Director, Center for Teaching, Learning and Innovation, Dr. Paula Roberson; Associate Registrar, Irma Williams; Assistant Professor of English, Karen Galli; Coordinator of Psychology, Craig McLaughlin; Assistant Professor of Medical Assisting Program, Jihan Nakhla; Assistant Professor of Engineering Science, Dr. Clive Li; and Coordinator of Accounting, Lester McRae.

I now ask each faculty member to come forth and offer brief remarks. Thank you!

Heather Connors offered the following remarks.

Hi. I'm Heather Connors. Thank you very much for inviting us tonight. I want to take a few moments to thank everyone in the Hudson community who has welcomed and mentored me over the last five years. I also want to thank my family, especially my grandparents and aunt who are here with me today. It is only because of their love that I was able to succeed and that I am here today. I promise to spend the rest of my career paying forward everyone's kindness in this community and their love and support. And thank you very much.

Carrie Rong Xiao offered the following remarks.

Good evening, everyone. I'm Carrie Rong Xiao. Thank you for giving me this excellent opportunity to reflect on my tenure journey. I have witnessed the impact of the culture of care and student success in our college. I appreciate the opportunity to work with students, helping them achieve their dreams.

I'm honored to receive my tenure. I want to thank the Trustees, Dr. Reber, Dr. Jones, Dr. DeVries, and Dr. Karakashian.

Thank you for all your guidance, support, and encouragement. I'm fortunate to work with so many amazing colleagues; I could not make it this far without your support.

I'm also grateful to have a supportive husband. He ensures that I can have a peaceful mind every day when working. I understand the expectations for a tenured faculty member. I'm eager to continue working with my colleagues to make the College even more phenomenal. Thank you all.

Laura Samuelson offered the following remarks.

Hello, I am Laura Samuelson! Nice to see everyone.

Throughout the years, my driving force has been to offer valuable and positive experiences in the classroom. The work I've accomplished at the college is meaningful and important to me, and, hopefully, it has aided in the growth and improvement of our students and the community. I hope to continue to work for student success and the success of the College. I thank everyone, including my daughters, who are here to support me, and all my colleagues that have supported me. Thank you.

Karen Hosick offered the following remarks.

Hi, everyone. I'm Karen Hosick. I want to take this opportunity to thank the Board of Trustees, Dr. Reber, Dr. Jones, Dr. DeVries, and the Tenure Review Committee for all of their hard work. You heard me speak not long ago, so thank you for approving this tonight.

I want to thank the Professional Association for their Tenure Prep events, which helped prepare us for this daunting process. I also want to thank my Dean, Dr. Cathy Sirangelo, for her support over the last five years, and, Kathy Smith Wenning, who hired me as an adjunct professor here. She's the person who introduced me to HCCC.

I also want to thank all of my colleagues throughout the College, especially the School of Nursing and Health Professions, and, in particular, I want to thank the instructors of our program: Liz Piech, Nico Barrios, Asem Alshamah, and Beverly Figueroa.

I have to thank my students, who motivate and inspire me daily.

Last, but certainly not least, I want to thank my family members who are here tonight. My husband, Pete, and my sons, Devin and Ramsey, for their unconditional love and support.

Thank you for this great honor, and I look forward to continuing my work at HCCC and serving the college and the community.

Michael Ferlise offered the following remarks.

Greetings, Chairman Netchert, Vice Chair Lee, Trustees, President Reber, guests, and colleagues. I'm Michael Ferlise, a tenured Instructor of Sociology and President of the Professional Association.

I want to take this happy occasion to congratulate our four colleagues, Karen Hosick, Heather Connors, Carrie Rong Xiao, and Laura Samuelson, who are proudly here with their families.

Upon being awarded tenure tonight, and in recognition of their exceptional commitment and contributions to their students, colleagues, and the college, I've had the pleasure of working with each of them to varying degrees over the last few years. I know firsthand their dedication, hard work, and the value they bring to our school.

I'm also mindful that our college continues to open tenure-track lines and award tenure at a time when many schools are practicing bottom-line economics. Short-sighted anti-labor policies are abandoning tenure and moving to contingent labor and outsourcing staff with little regard to the overall adverse long-term effects this has on their institution. Both common sense and emerging research support the long-term benefits of having greater numbers of tenure and tenure-track faculty in our institutions, which

especially benefits our students as often measured in their increased graduation rates and retention. I have a long list of all the benefits tenure brings to our college.

So, we congratulate Karen, Heather, Carrie, and Laura, our newly tenured colleagues, on their well-deserved achievements and recognition. We also recognize and applaud our college for its more forward-thinking and enlightened policies. Congratulations, all. Thank you.

President Reber offered closing remarks.

Thanks so much, Dr. Jones, and congratulations again, Professors Connors, Hosick, Samuelson, and Xiao. You make us all proud!

Immediately following this meeting, we invite everyone to attend a welcome reception for our American Culinary Foundation visiting accreditation team. Our nationally acclaimed culinary programs are undergoing the program reapproval process that we expect will grant continuing national accreditation of these programs for the next seven years. Our culinary and baking programs are among only three in New Jersey accredited by the American Culinary Foundation. The reception is being held this evening until 7:30 p.m. on the first floor of the Culinary Conference Center, and there will be beautiful refreshments.

Trustees, this concludes my report.

Regular Monthly Reports and Recommendations

1. The Minutes of the Regular Meetings of February 13, 2024 were approved.

2. Gifts, Grants, and Contracts Report

Hudson County Community College has received the following grant:

Title: Pre-Apprenticeship in Career Education (PACE), Round 3

Agency: State of NJ Department of Labor and Workforce Development, Office of Apprenticeship

Purpose of Grant: Apprenticeships/CEWD

College Administrator: Lori Margolin

College Contribution: \$0

Award Amount: \$215,563

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 Additional Services for the Academic Tower to be funded through Chapter 12 at a cost not to exceed \$983,187 was approved.
2. Resolution Authorizing Renewal of Internet Services to be funded from the operating budget at a cost not to exceed \$206,520 was approved.
3. Resolution Authorizing Renewal of Student Services ChatBot Platform for the Office of Enrollment Services to be funded from the operating budget at a cost not to exceed \$42,230 was approved.
4. Resolution Authorizing Renewal of Citrix Virtual Apps and Desktop Software License to be funded from the operating budget at a cost not to exceed \$135,100 was approved.

5. Resolution Authorizing Renewal of Nutanix Acropolis Software License to be funded from the operating budget at a cost not to exceed \$81,084 was approved.
6. Resolution Authorizing Renewal of Cloud Migration and Security Software to be funded from the operating budget at a cost not to exceed \$122,967 was approved.
7. Resolution Authorizing Purchase of Computers for the Gabert Library to be funded from the operating budget at a cost not to exceed \$39,943 was approved.
8. Resolution Authorizing Purchase of Laptops for the STEM Histology Lab to be funded from the operating budget at a cost not to exceed \$21,187 was approved.
9. Resolution Authorizing Renewal of Photography Services for the Office of Communications to be funded from the operating budget at a cost not to exceed \$350 per hour was approved.
10. Resolution Authorizing Sale of Personal Property with proceeds collected to be used for HCCC Foundation scholarships was approved.
11. Resolution Authorizing Purchase of Apple Computers for the Social Science Department to be funded by the Carl D. Perkins Grant at a cost not to exceed \$124,545 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 an Associate Director of ESL and Academic Foundations English, Program Coordinator for Holistic Support, and an Admissions Advisor were accepted.
2. Appointments of Full-time Staff were approved.
3. Appointments of Temporary Full-time Staff were approved.
4. Appointments of Temporary Full-time Faculty were approved.
5. Tenure for four full-time faculty was approved.
6. Authorizations of Part-time Staff through March 2025, as needed, were approved.
7. Appointments of New Hire Adjunct Instructors were approved.
8. The following Modification to the Staffing Table was approved:

Current Approved Title	New Title	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
N/A	Associate Director of Hudson Helps, North Hudson Campus	N/A	115	March 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.

1. Resolution Authorizing Agreement Between Hudson County Community College and William Paterson University (WPU) for Preceptorship Experiences for WPU Students in WPU Nursing Programs was approved.
2. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Bergen County Schools of Technology (BCST) was approved.

*Summary of Proceedings of the Board of Trustees Meeting
March 12, 2023*

The was no **New Business**.

The **meeting was adjourned** at 5:51 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.