

**Summary of Proceedings at the
Regular Meeting of the Board of Trustees
April 5, 2016
5:00 p.m.
Mary T. Norton Room
70 Sip Avenue, Jersey City, New Jersey**

Trustees present were: Kevin Callahan; Ingrid Rose Cooper (Student Alumni Representative); Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Jeanette Peña; Harold Stahl; Monica Tone

Trustees not present were: Karen A. Fahrenholz (Secretary/Treasurer); Adrienne Sires

Awards, Recognitions and Special Reports

1. John Marlin, Dean of Instruction/STEM, and Chris Wahl, Dean, Instruction and Arts introduced the following faculty members on the agenda to receive promotions.

From Instructor to Assistant Professor

<u>Name</u>	<u>Discipline</u>
<i>Claudia Delgado</i>	<i>Academic Foundations (Math)</i>
<i>Evgeniya Kozlenko</i>	<i>English as a Second Language</i>
<i>Christopher Drew</i>	<i>Criminal Justice</i>
<i>Velino Joasil</i>	<i>Life Sciences</i>
<i>Catherine Sweeting</i>	<i>English</i>

From Assistant Professor to Associate Professor

<u>Name</u>	<u>Discipline Area</u>
--------------------	-------------------------------

<i>Jeremiah Teipen</i>	<i>Fine Arts</i>
------------------------	------------------

From Associate Professor to Professor

<u>Name</u>	<u>Discipline Area</u>
--------------------	-------------------------------

<i>Abdullah Matari</i>	<i>Life Sciences</i>
------------------------	----------------------

<i>Laurie Riccadonna</i>	<i>Fine Arts</i>
--------------------------	------------------

Board Chair Netchert extended his congratulations on behalf of the Trustees and stated that the faculty's dedication are what keeps the College going.

2. Board Chair Netchert presented a plaque to Trustee Lee from the Association of Community College Trustees for Lifetime Membership for his extraordinary leadership and affiliation with ACCT.
3. The Strategic Plan 2016-2021 and a book from MAST Construction of photographed rooms of the College Library were distributed to Trustees. The Library was designated as #1 Community College Library in the U.S.
4. President Gabert gave the following updates:
 - Financial Disclosures have to be completed electronically by Trustees by April 30, 2016. Jennifer Oakley, Executive Administrative Assistant, President's Office, distributed information packets with instructions.
 - Dr. Gabert and Trustee Lee will attend the American Association of Community Colleges (AACC) Convention in Chicago, April 8-12, 2016. At the event, HCCC will receive an award as one of five community colleges in the United States being recognized as a transformational institution.
 - The ribbon cutting for the reopening/relocation of the Bookstore is scheduled for Thursday, April 7th.
 - The Board of School Estimate Meeting is scheduled for Thursday, April 7th.
 - The Night at the Races - Foundation's fundraising event is scheduled for Friday, April 8th.
 - The Georgia Brooks Breakfast is scheduled for Wednesday, April 27th, 8:00 a.m., Culinary Conference Center.

- Commencement is scheduled to take place at NJPAC, Thursday, May 19th.

The trustees approved the **minutes of the Regular Meeting** of March 15, 2016.

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

1. The Change Order to increase the contract awarded to Natoli Construction Corporation to complete work associated with Stem Phase I, in the amount not to exceed \$575,921.00 was approved.
2. The Change Order to increase the contract awarded to Molba Construction to complete additional work for the renovations located at 162 Sip Avenue to accommodate the Follett Bookstore, in the amount not to exceed \$9,782.00 was approved.
3. The Board of Trustees approved the College's request for Chapter 12 funds for FY 2017 in the amount of Three Million One Hundred Thousand Dollars (\$3,100,000.00) to continue to develop property in the Journal Square area and will request the Hudson County Board of School Estimate to request the Hudson County Board of Freeholders to make such certifications with the State of New Jersey for the Chapter 12 Funds.
4. The Audit conducted by Donohue, Girona & Doria for the fiscal year June 30, 2015 was approved.
5. The Operating Budget for Fiscal Year 2017 was approved.
6. The extension of the contract with Maverick Building Services, Inc. on a month to month basis, until June 30, 2016 was approved.
7. The annual contract with NJED.ge.Net of Newark, New Jersey, to provide internet services to the College, at a cost of \$137,268.00 for Fiscal Year 2017.

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

1. The termination of an Associate Dean, Enrollment was approved.
2. The retirement of a Purchasing & Scheduling Procurement was accepted.

- Staff was appointed to the following full-time positions: *Senior PC Technician; Academic Lab Coordinator; Custodial Supervisor (2); and PC Technician.*
- The following full-time faculty received promotions for Academic Year 2016-2017

From Instructor to Assistant Professor

<u>Name</u>	<u>Discipline</u>
<i>Claudia Delgado</i>	<i>Academic Foundations (Math)</i>
<i>Evgeniya Kozlenko</i>	<i>English as a Second Language</i>
<i>Christopher Drew</i>	<i>Criminal Justice</i>
<i>Velino Joasil</i>	<i>Life Sciences</i>
<i>Catherine Sweeting</i>	<i>English</i>

From Assistant Professor to Associate Professor

<u>Name</u>	<u>Discipline Area</u>
<i>Jeremiah Teipen</i>	<i>Fine Arts</i>

From Associate Professor to Professor

<u>Name</u>	<u>Discipline Area</u>
<i>Abdullah Matari</i>	<i>Life Science</i>
<i>Laurie Riccadonna</i>	<i>Fine Arts</i>

- Appointment of Additional New & Continuing Part-time Hires: April 5 – June 30, 2016.
- Appointment of Additional New Hire Adjuncts Spring 2016.

The following actions were taken concerning **academic affairs**:

- The Proposed Academic Calendar 2017-2018 was approved. (Attached)

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

- Authorization was granted to the Administration to enter into negotiations for the sale of College property.

2. The award to provide legal services regarding the sale and leaseback of 25 Pathside was awarded to the firm of McManimon, Scotland & Baumann, LLC of Roseland, New Jersey, for an amount not to exceed \$17,500.00.

The **meeting was adjourned** at 5:38 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.