

Office of the President
70 Sip Avenue
Jersey City, New Jersey



**Summary of Proceedings at the
Meeting of the Board of Trustees**

April 15, 2014

5:00 p.m.

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

Trustees present were: Kevin Callahan; Dr. Glen Gabert (ex officio); Karen A. Fahrenholz (Secretary/Treasurer); Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman);

Trustees absent were: Roberta Kenny; Adrienne Sires; Ramsey Olivencia, Student Alumni Representative; Jeanette Peña

Comments from the Public:

- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, wished everyone a “meaningful” Easter. He added that he hoped to garner more team work to serve students because all students are important.
- Freeholder William O’Dea, freeholder liaison to HCCC; Lisa McAllister, representative for 32 BJ Service Employee Union and Ramsey Montanez addressed the Board of Trustees concerning issues regarding contracted security services and other members of the audience made supporting comments.

Trustee Netchert responded that the trustees would be sensitive to the issues raised. He also went on to add that the trustees were appointed to represent the College including its students which was a different focus than that of elected officials. The trustees are concerned that legislation that could result in higher costs, entail tuition increases, or impede the ability to address compensation issues of staff.

(continued...)

Trustee Lee thanked the Freeholder and those who had made comments from the floor. He stressed that the College wanted to be fair to contracted employees and provide for campus safety. He said that bringing these issues to the attention of the College was helpful.

Awards, Recognitions and Special Reports:

- President Gabert invited trustees to a College-wide Staff Recognition event scheduled for May 1st, 12-2:00 pm, at Culinary Conference Center. He also reported that the construction of the new library is on schedule and that the August In-Service will be held in the Dineen/Hull Gallery.
- Trustee Lee reported on the recent AACC Convention and the joint AACC/ACCT meeting. He encouraged trustees to attend the NJCCC Annual Trustee Conference scheduled for Wednesday, April 16th at Mercer County College.

The trustees **approved the minutes** of the Regular Meeting of March 11, 2014

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

- The purchase of a 3D Scanner for the Arts Laboratory was awarded to Creaform of Levis, Quebec, Canada, at a total cost not to exceed \$26,480.00.
- The purchase of Content Management Software for Center for Online Learning was awarded to Blackboard Inc, of Washington DC at a total cost not to exceed \$56,806.00
- The purchase of computers for the new Library was awarded to Dell of Round Rock, TX at a cost not to exceed \$156,912.80.
- The purchase of Signal Generators to serve EET & CTC courses was awarded to Newark Element of Chicago, IL at a total cost not to exceed \$25,320.00.
- The purchase of Student Planning Licenses for Student Affairs was awarded to Ellucian, Inc. of Chicago, IL at a total cost not to exceed \$55,000.00.

(continued...)

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

- The retirement of an Administrative Assistant, Controller's Office was accepted.
- The resignation of an Admissions Recruiter was accepted.
- Staff were appointed to the following full-time job titles: Assistant to the VP for Academic Affairs; Assistant Registrar; PC Technician (2).
- The reappointment of non-tenured full-time faculty for Academic Year 2014-2015 was approved.
- Persons were approved for inclusion on the list of those authorized for additional new and continuing part-time employment: April 16 – June 30, 2014.

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

1. The Academic Calendar for 2015-2016 was approved.

Proposed Academic Calendars 2015-2016 Highlights

1. *For Fall 2015, the calendar year does not permit the start of classes after Labor Day (September 7, 2015), therefore the Sat-Sun-Mon classes will start one week after other classes; add-drop date for classes is extended to ensure all classes meet once before add/drop ends.*
2. *Two events of Fall In-service Staff Development are scheduled for Wednesday, August 26 (College Service Day) and Wednesday, September 23 (Convocation Day). There will be no day classes in session on Convocation Day. All College Faculty Orientation takes place on Monday, August 31.*
3. *The Wednesday before Thanksgiving - no evening classes in session.*
4. *Winter-Inter-session 2016, January 5-20, starts after a floating holiday and ends two days after the MLK holiday.*
5. *Spring College Service Day is scheduled on Wednesday, January 20, and All College Faculty Orientation on Thursday, January 21.*

(continued...)

6. *First day of Spring 2016 classes falls on Monday rather than the usual and unpopular Friday due to the proposed combining of Spring Recess and Easter Break.*
 7. *Spring break is combined with Easter recess and scheduled for Monday-Sunday, March 21-27, 2016*
 8. *Last day of classes/final exams is Monday, May 16 due to the use of Monday for President's Holiday.*
 9. *An 11-session summer schedule provides more recruiting days before semester starts; the first day of Summer I is May 23 (before Memorial Day) and the last day of classes/exams for Summer I ends before Independence Day.*
 10. *The start of Summer II is scheduled on Wednesday, July 6 instead of Tuesday since Monday is an observed Independence Day. This will allow one day for recruitment/registration before start of classes.*
2. The proposed changes to existing AAS Culinary Arts Program and its Degree Option were approved.

Existing CAI Courses – 2 credits	New CAI Courses – 3 credits
CAI 113 – Sanitation	CAI 115 – Food Sanitation and Culinary Principles
CAI 123 – Storeroom & Purchasing Operations	CAI 121 – Product Identification & Purchasing
CAI 213 – Menu Planning and Facilities Design	CAI 210 – Menu and Facilities Design

The meeting was adjourned at 5:50 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.