

DRAFT

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, May 12, 2020
5:00 p.m.
Remote Participation via Conference Call

Trustees present: Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Adamarys Galvin; Pamela Gardner; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Christopher Reber; Silvia Rodriguez; Harold Stahl

Trustees absent: Jeannette Peña; Abderahim Salhi (Alumni/Student Representative)

Comments from the Public: There were no comments.

Awards, Recognitions and Special Reports

1. *Student Government Association President's Report*

Student Government Association President Warren Rigby offered the following report.

SGA continues to nurture the Student Corner Instagram every Thursday. We ensure that we give applicable knowledge and information to students as it comes directly from the Coronavirus Planning Task Force as well as giving them an opportunity and platform to talk to other students, especially during COVID-19.

The majority of the SGA Executive Board is graduating this semester. We have decided to postpone elections until the fall semester so that students won't have to focus on campaigning and can concentrate on their finals.

I have suggested that we offer a graduation tribute video for our graduating students, especially in light of the fact that they will not be able to walk as originally planned. We want to team up with different offices throughout the College to say congratulations on their success. We have started to work in collaboration with the Communications Department.

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The Student Center tour scheduled for last Thursday has been postponed for a two-week period following the CDE's guideline for a fourteen-day self-quarantine.

Two Virtual Story Hours were held for students, their children and siblings, at the Gabert Library last Friday. Approximately 31 people signed on. The second Story Hour is scheduled for this Friday and it could be a continuous event throughout the summer.

Chairman Netchert asked Warren what the attitude of the student body was during the pandemic. Warren replied that there are mixed emotions. There are students who understand what's going on, while there are other students who don't understand, and it's causing anxiety. Through the Student Corner, we are trying to provide a lot of information. Specifically, with respect to mental health issues, we're telling students that no matter how big or small you think your concern may be, to reach out, someone's there to listen to you, and we are going to get through this together. We get the student with a particular concern to the appropriate person. I sent out a message to all of our students that HCCC is here for you.

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following report.

I want to start by thanking the Chairs of the Space and Facilities Committee and Students Affairs Committee, whose terms are ending. Thank you Salvador Cuellar and Veronica Gerosimo for all of the leadership that you have provided. Thanks to you and your Committee members' efforts, we will have a Task Force on Child Care, a Task Force on Office Space Allocations, an Updated Common Hour, and a recycling system fully in place. Elections for these Committees will take place shortly.

I also want to thank Peter Cronrath, Chair of the Academic Affairs Committee, and Shannonine Caruana, Chair of the Development and Planning Committee, for volunteering to serve as HCCC representatives on the Return to Campus Task Force.

Although the ACC is not officially in session over the summer, many committees are planning to be on standby to provide input as we plan for the fall and have begun to discuss issues such as class recording policies, class attendance policies, and future professional development.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees, colleagues and guests.

I would like to begin by asking you to join me in a moment of silence for all of the victims of the coronavirus pandemic, their loved ones, and those on the front lines of helping others and saving lives.

Moment of Silence

Thank you.

Lauren and Warren, thanks for your comments and for all you and your colleagues are doing to serve and support our community members at this difficult time.

Together, we can take great pride in how we are navigating the challenges of the pandemic with a focus on supporting our students, employees, and community, and helping one another. Our HCCC family has never been stronger! Trustees, I thank you for your steadfast support of our students and the welfare of our employees and institution.

We continue to make great progress in supporting students with critically needed funding through our \$4.2 million federal stimulus allocation for students, and additional funding we continue to raise to support students through *Hudson Helps*.

I thank Vice President Lisa Dougherty and Associate Dean Sylvia Mendoza for their stellar leadership in developing guidelines for the distribution of funding directly to students, and the efficient release of funds to students in need. I have asked Lisa Dougherty to report to us this evening on the status of this work.

Lisa Dougherty offered the following remarks.

Good evening everyone.

Thank you for the opportunity to share how the college is assisting students with the CARES Act. As you probably know, Congress recently passed the Coronavirus Aid, Relief and Economic Security Act, or the CARES Act. HCCC received \$4.2 million to provide emergency grants directly to students who have experienced emergency expenses related to the disruption of campus operations due to COVID-19. Eligible expenses include items in the student's cost of attendance such as food, housing, course materials, technology, health care, and childcare.

There are several eligibility criteria in order for students to receive this funding. In a nutshell, students need to be eligible for federal financial aid programs in order to receive CARES Act funding and cannot have been enrolled in a fully online program prior to the pandemic. Since the majority of our students do receive federal aid, this is good news for most of our students.

To apply for these funds, students need to fill out a simple application, which can be accessed at www.hccc.edu/caresact. Our financial aid office reviews the application to confirm eligibility and awards the emergency grant.

However, there are many students who are not eligible for financial aid, and therefore, not eligible for CARES Act funding – including our international, undocumented, early college, non-credit, and fully online students. One could argue that these students are as vulnerable, if not more vulnerable than our financial aid students. In the spirit of inclusivity and our culture of caring, we have established a separate Hudson Helps budget for these students, which has been partially funded by the HCCC Foundation. Applicants for this funding are also reviewed and awarded by our Office of Financial Aid.

Over the past two weeks, our financial aid team, led by Associate Dean Sylvia Mendoza has worked tirelessly to award emergency grants to almost 2500 students so far. We very much appreciate Sylvia's leadership of the process.

The goal was to award students quickly and efficiently with few questions asked.

To date:

	# of Students	Total Amount Awarded
CARES Act Emergency Grant	2,395	\$1,796,500.00
Hudson Helps Emergency Fund	104	\$78,750.00
Total	2499	\$1,900,000

We will continue to award students in need through the end of the semester and also plan to assist students in the summer and fall terms.

President Reber resumed his remarks.

Thanks so much, Lisa, Sylvia, and other members of your team for this exceedingly important work in support of our students.

As Lisa noted, approximately three quarters of our students qualify for CARES Act funding because they are Pell eligible, but that leaves out 2,000 or more of our students, including DACA students, undocumented students, international students, Early College students, fully online students and those pursuing noncredit programming through our Center for Workforce Development. These students are important members of our HCCC family and our support for them is steadfast and unwavering.

We continue to raise funding to support these students. Last week, we began a month-long *Hudson Helps* fundraising appeal to friends of the college that includes a match of Foundation funds for gifts of up to \$100,000 in support of HCCC students.

I thank Vice President Nicholas Chiaravalloti and our Foundation Directors for their leadership and generosity.

As we contemplate an eventual return to on-the-ground campus operations, the safety of our community is paramount in all of our planning. We will follow the advice and direction of health care and community leaders with respect to when, and how, we begin an eventual return to campus. Recently I announced the appointment of a Return to Campus (RTC) Task Force to meet regularly and coordinate with statewide, regional and local health and government agencies in order to plan for various return scenarios. The Task Force will also help keep our students and employees informed about issues associated with our returning to campus. Vice President Lisa Dougherty and Assistant Dean Heather DeVries are co-chairing the Task Force, which held its organizational meeting yesterday. I have asked Heather DeVries to speak about this important work.

Heather DeVries offered the following remarks.

Good Evening Trustees.

The Return to Campus Task Force had a very productive kickoff meeting yesterday. The

Task Force has representation from across the college, including the All College Council, all four collective bargaining units, the STEM division, Nursing and Health Sciences, the Registrar's Office, facilities, safety and security, student affairs, academic affairs, ITS, and human resources. Many Task Force members bring with them extensive knowledge in the field of healthcare and their expertise is valued.

The Task Force is engaged in planning for a variety of scenarios for fall semester and beyond. Preserving the health and safety of all HCCC community members will be of the utmost importance as a variety of scenarios are explored. The realization of any scenario will be informed by the guidance of state and local government, the healthcare community, and our HCCC community. The Task Force is committed to a collaborative process where the design of any potential scenario is informed by the considerations and concerns of all groups.

As potential scenarios are explored, the Task Force will be providing updates on its progress to the College community, with the first communication coming out this week.

President Reber resumed his remarks.

Thank you, Heather and Lisa, for your leadership of the Return to Campus Task Force.

Trustees, this evening you will act upon a resolution requesting operating support from the County of Hudson for fiscal year 2021. This is an important component of our financial planning for next year and beyond. Our meeting with the Board of School Estimate is scheduled for May 26, after which we will complete our proposed Fiscal Year 2021 budget for your review and approval at the June meeting.

As you are aware, this year's planning is especially difficult as we navigate the many challenges of the pandemic, and continued unknowns. On Thursday, I will hold a virtual Town Hall Meeting, where I will discuss the principles that are guiding and informing our budget planning.

Finally, I would like to share one of the many acts of kindness that members of our HCCC community are undertaking to support others during the pandemic. Faculty and staff in our Culinary Arts Institute have raised funding to produce 300 packaged hot lunches to benefit and support the non-profit organization, "Let's Celebrate," which handles food for the Hudson County Department of Health and Human Services and feeds front line workers and other community members. The lunches are being prepared by our chefs in the Culinary Conference Center, using social distancing.

I thank Chefs Gary Bensky and Anuchit Puk, and Business and Culinary Arts Recruiter Janine Nunez, for their leadership.

Trustees, this concludes my remarks.

Thank you again for your leadership, advocacy and support at this time of great challenge. As always, I would be happy to entertain any questions or comments.

Trustee Lee asked President Reber if there was any thought process concerning the timing of returning to campus. President Reber said that the College is waiting for the guidance

of the health care community and local leaders. We are waiting for them to identify when and how it is safe to begin a return to on-ground instruction and operations. We are assuming that some on-the-ground operations will return sometime in the fall. We are considering various scenarios. For example, we know that social distancing is going to be important for any on-the-ground classes and other operations. Dr. Friedman, our faculty, unions, and others, have been working on scenarios that might include a combination of on-the-ground and online instruction. One scenario would have half of the students online and half of the students on the ground, and they would switch so that we could maintain social distancing within the classroom environment.

We are considering the possibility of late-start classes, and working to develop more on-line selections for the fall. There are a lot of unknowns, but we are trying to make sure that we have planned for all the possible scenarios, and that when we receive guidance that it's safe to return, we will be prepared to do that.

Regular Monthly Reports and Recommendations

1. **The Minutes of the Regular Meeting May 12, 2020 were approved.**
2. **Gifts, Grants, and Contracts Report**

The College has received the following grant awards:

Title: Jean Krauss Youth Leadership & Career Development Forums

Subaward Number: J-J:27-6-17

Subaward Period: April 1, 2020 – September 30, 2020

Agency: NJ Department of Law and Public Safety; Office of the Attorney General

Federal Awarding Agency: Office of Juvenile Justice and Delinquency Prevention (OJJDP)

Purpose of Grant: The goal of the program is to host an inspiring and educational Youth Leadership Forum to motivate and educate high-need, at-risk, and/or justice-involved youth about the workforce opportunities available throughout Northern New Jersey. HCCC is authorized and does accept the sub-award.

College Administrator: Lori Margolin

College Contribution: \$0

Award Amount: \$25,000.00; In-Kind: \$0

Title: Carl D. Perkins Grant for Career and Technical Education (CTE)

Agency: New Jersey Department of Education

Purpose of Grant: HCCC received notice of our FY'20 allocation to be utilized for direct instructional support for HCCC CTE programs, and an amendment was submitted for review and approval.

College Administrator: Nydia James

College Contributions: \$0

Award Amount: \$861,104

Title: Perkins V: Strengthening Career and Technical Education for the 21st Century Act

Agency: New Jersey Department of Education

Purpose of Grant: HCCC received notice of our FY'21 allocation to be utilized for direct instructional support for HCCC career and technical education (CTE) students and programs.

College Administrator: Nydia James

College Contribution: \$0

Award Amount: \$1,013,879

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 Purchase and Installation of Automatic Swinging Doors Replacement for Culinary Conference Center from AllMark Doors of Springfield, New Jersey, at a cost not to exceed \$22,020.00, was approved.
2. Resolution Approving Agreement for Electronic Processing Services for Fiscal Year 2021 with ACI Worldwide Corp. of Naples, Florida, for an approximated annual total of \$175,000.00, was approved.
3. Resolution Authorizing Purchase of Internet Services from NJEdge.net of Newark, New Jersey, at a cost not to exceed \$283,560.00, was approved.
4. Resolution Authorizing Award of a Contract for College-Wide Telephone System Services for Fiscal Year 2021 to Verizon and Verizon Wireless at a cost not to exceed \$180,000.00, was approved.
5. Resolution Authorizing Purchase of Chromebooks for Student Laptop Loan Program from SHI International Corp of Somerset, New Jersey, at a cost not to exceed \$194,675.00, was approved.
6. Resolution Authorizing Purchase of Blackboard Software from Blackboard, Inc., at a cost not to exceed \$30,268.00, was approved.
7. Resolution Authorizing Purchase of Canvas Conferences Software from Instructure, Inc. of Salt Lake City, Utah, at a cost not to exceed \$24,600.00, was approved.
8. Resolution Authorizing Purchase of Dell Computers for Center for Online Learning from Dell Marketing LP of Round Rock, Texas, at a cost not to exceed \$7,929.00, was approved.

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9. Resolution Authorizing Purchase of Apple Computers for Center for Online Learning from Apple Computers, Inc. of Austin, Texas, at a cost not to exceed \$13,074.00, was approved.
10. Resolution Authorizing Purchase of Interactive Display System for Center for Online Learning from Apple Computers, Inc. of Austin, Texas, at a cost not to exceed \$13,074.00, was approved.
11. Resolution Authorizing Purchase of Career Coach Software from Economic Modeling, LLC of Moscow, Idaho, at a cost not to exceed \$11,500.00, was approved.
12. Resolution Authorizing Purchase of Food Equipment Repair Services from Jay-Hill Repairs of Fairfield, New Jersey, at a cost not to exceed \$32,000.00, was approved.
13. Resolution Rescinding Agreement for May 2020 Commencement at Red Bull Arena, was approved.
14. Resolution Establishing a December 10, 2020 Commencement Date and Venue, was approved.
15. Resolution Authorizing Purchase of Uninterruptable Power Source Replacement from Dell Marketing LP of Round Rock, Texas, at a cost not to exceed \$56,141.00, was approved.
16. Resolution Amending FLIK Agreement, was approved.
17. Resolution Approving Acceptance of CARES Act Funding, was approved.
18. Resolution Authorizing Request to the Board of School Estimate of Hudson County Community College, Fixing and Determining the Amount of County Funding Necessary for the College's Operating Expenses for Fiscal Year 2020-21, was approved.

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

1. Staff was appointed to the following position: Instructional Designer.
2. Appointment was made to the following Temporary Full-time Staff assignment through December 31, 2020: Academic Advisor.
3. Reappointment of Full-time Faculty, Academic Year 2020-21, was approved.
4. Fall 2020 Sabbatical Recommendation for Catherine Sweeting, Associate Professor, was approved.
5. Appointments of Part-time Staff through May 2021, as needed, were approved.
6. Resolution Authorizing an External Consultant for the 2019-20 Tenure Appeal Committee for Hudson County Community College, Jane Scimeca, Professor of History at Brookdale Community College, at a cost not to exceed \$3,000.00, was approved.
7. Resolution Authorizing a Stipend for Ara Karakashian, Associate Professor of Culinary Arts, was approved.

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The following actions were taken regarding **academic and student affairs** as brought forward by the Academic and Student Affairs Committee.

1. Resolution Approving Contract Addendum Establishing a Third-Party Payer Agreement between Hudson County Community College and Year Up New York New Jersey, was approved.

Chairman Netchert made the following statement during **new business**:

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Congratulations to President Reber and his team. You and the staff deserve lots of praise. Thank you everyone for the job that you are doing in keeping the College going. In talking to Warren Rigby, it seems like the students are accepting the fate that we are under, as well, and you all are to be commended. I just would ask that we keep an eye out for enrollment. We pride ourselves in trying to do the best we can with what we have and protecting as many employees as we can. Hopefully, we will be surprised and have lots of new and returning students coming back, but, again, I commend you.

President Reber thanked Chairman Netchert and added that the College is analyzing staffing and doing everything possible to address enrollment challenges.

The **meeting was adjourned** at 5:36 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.