

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

May 14, 2013

5:00 p.m.

**Culinary Conference Center, 161 Newkirk Street
Jersey City, New Jersey**

Trustees present were: Karen A. Fahrenholz (Secretary/Treasurer); James Fife; Dr. Glen Gabert (ex officio); Shannon Gallagher (Alumni Representative); Roberta Kenny; Joanne Kosakowski, Bakari Gerard Lee (Vice Chair); William Netchert (Chairman); Adrienne Sires; and Alfred Zampella.

Trustees not present were: Jeanette Peña, Katia Stack

Board motion to **Suspend the Order of the Agenda** to go into Closed Session to discuss personnel items at the end of the meeting.

Comments from the Public:

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, thanked the President and Board of Trustees for approving the promotions of eight faculty members. He also expressed thanks for submitting the bond applications for the new Science Center.

Awards, Recognitions and Special Reports:

- Chairman Netchert congratulated College staff for HCCC's nomination by the American Association of Community Colleges for its accomplishments in the area of student success. It was one of 5 U.S. colleges singled out by the AACC.
- Dr. Gabert reported on the following:
 1. He thanked the faculty Association for its generous offer to help support marketing enrollment.

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2. He reminded trustees that the N.J. Ethic Disclosure Statements had to be completed on-line by May 31st.
3. He also went over the details regarding graduation. Commencement is scheduled for Thursday, May 23rd, 6:00 pm at New Jersey Performing Arts Center (NJPAC). 800 students are expected to graduate. The commencement speaker will be J. Noah Brown, President and Chief Executive Officer, Association of Community College Trustees. The Heritage Award will be presented to Kenneth Lindenfelser, Sr., former Mayor of Kearny and Chair of the West Hudson Scholarship Committee. The benediction will be given by Major Charles Kelly of the Salvation Army. A reception after Commencement will be held at President Gabert's home.
4. He also reported that very preliminary enrollment numbers for the Fall 2013 are not encouraging.
5. Dr. Gabert also thanked the Freeholders for approving the operating and capital budgets for FY2014. He also thanked them for a special \$125,000 appropriation for the Hudson County Government (Freeholder) Scholarship.

The trustees **approved the minutes** of the Regular Meeting of April 9, 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 purchase of paint supplies and repair parts was awarded to Tsigonia Paint Sales of Jersey City, New Jersey at a total cost not to exceed \$33,099.85.
- The purchase of instructional technology to equip the conversion of the Ceramics Lab to a Computer Lab at North Hudson Higher Education Center was awarded to Johnston Communications of Kearny, New Jersey, at a cost not to exceed \$15,413.80.
- The purchase of Cisco Network Switches to equip the conversion of the Ceramics Lab to a Computer Lab at N414, North Hudson Higher Education Center was awarded to CDWG of Chicago, Illinois, at a cost not to exceed \$20,957.64.
- The purchase of five (5) culinary mixers was awarded to the Culinary Depot of Lakewood, New Jersey, at a total cost of \$ 9,555.85.

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- The contract renewal with Delta Dental for one (1) year period commencing July 1, 2013 through June 30, 2014 was approved.
- The contract renewal with Allied Account Systems of Bellmore, PA for the collection of student delinquent accounts was approved.
- The purchase of three (3) MacBook and four (4) Apple TV's with accompanying Pro Plans was awarded to Apple Inc. of Austin, Texas, at a total cost of \$7,136.00.
- The purchase of ninety (90) Apple iPad covers was awarded to Apple Inc. of Austin, Texas, at a total cost of \$4,410.00.
- The purchase of instructional supplies for the science and life labs was awarded to Ward's Natural Science of Rochester, New York at a cost of \$17,553.55.
- The purchase of a service and maintenance agreement for the ITS Department was awarded to Apple Inc. of Austin, Texas, at a total cost of \$ 4,796.00.
- The purchase of 17,273 Accuplacer exams for the HCCC Testing Department was awarded to The College Board of New York, New York, at a total cost of \$30,300.00.
- The award of media services for Billboard Advertisements for FY 14 was awarded to CBS Outdoor, Inc. of Fairfield, New Jersey at a total cost of \$73,463.00.
- The award to provide security consulting services was awarded to Transystems of Paramus, New Jersey at a total cost not to exceed \$27,588.00

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

- The resignation of a Coordinator, Non-Credit Programs was approved.
- Staff were appointed to the following full-time job titles: Instructor of Environmental Science; Humanities and Social Science (HSS) Site Coordinator; Executive Director, Non-Credit Programs
- The reappointment of certain non-tenured full-time faculty for Academic Year 2013-2014 was approved.

- The promotions of eight (8) faculty members were approved.
- Persons were approved for inclusion on the list of those authorized for additional, new, and continuing part-time employment: May 14, 2013 – June 30, 2013
- Modifications to the staffing table effective May 14, 2013 were approved.

The Board went into **Closed Session** for the purpose of discussing legal matters.

The Board reconvened in **Open Session**.

The **meeting was adjourned** at 5:45 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.