

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



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

**June 9, 2015**

**5:00 p.m.**

**Mary T. Norton Room**

**Jersey City, New Jersey**

**Trustees present were:** Kevin Callahan; Karen A. Fahrenholz (Secretary/Treasurer); Dr. Glen Gabert, President (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Adrienne Sires; Harold Stahl

**Trustees absent:** Jeanette Peña

**Comments from the Public/Awards and Presentations:**

- Cathie Perselay Seidman, Professor, Criminal Justice and President, Professional Association, stated that she and some of the faculty had concerns about administrator and lecturer positions being added to the new organization table, which was on the agenda. President Gabert said although the Professional Association and Administration did not agree on everything, he appreciated the concerns raised.
- President Gabert said the College has received an NJBIA (New Jersey Business and Industry Award) for the new Library building. It is the third NJBIA received by the College. HCCC is the only Hudson County entity and institution of higher education in New Jersey to receive an award this year.
- Chairman Netchert asked if there was any progress on the grant for the pedestrian/student traffic and safety on street study for the area outside the Library Building. Tom Brodowski, Vice President of Administrative Services, reported that the College has put together some preliminary plans and has contacted the City Planning Office's Traffic Division to schedule a meeting.

The trustees approved the **minutes of the regular Meeting** of May 19, 2015.

*(continued...)*

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

- The award of media services for transit advertisement for FY 2016 was awarded to Titan Worldwide of Fairfield, New Jersey, for the sum of \$122,979.48.
- The award of media services (News 12) for cable advertisements for FY 2016 was awarded to News 12 New Jersey of Edison, New Jersey, for the sum of \$29,285.00.
- The award of media services (Cablevision) for cable advertisements for FY 2016 was awarded to Cablevision of Hoboken, New Jersey, at an annual estimated cost of \$58,000.00.
- The award of media services (Comcast) for cable advertisements for FY 2016 was awarded to Comcast Cable of Philadelphia, Pennsylvania, for the sum of \$59,599.00.
- The resolution authorizing the award of a contract for Public Relations Consultant for FY 2016 was tabled.
- The award of consultant services for real estate appraisal for FY 2016 was awarded to Hugh McGuire of Jersey City, New Jersey, at a cost not to exceed \$7,500.00.
- The award to replace computers at the Testing and Tutorial Center at 71 Sip Avenue was awarded to DELL Marketing LP of Round Roc, Texas, for a total cost of \$75,116.95.
- The award to provide College-wide Disaster Recovery Services was awarded to NJED.ge.Net of Newark, New Jersey, for 36 months at a cost not to exceed \$88,295.38.
- The annual contract renewal to provide internet services for FY16 was awarded to NJED.ge.Net of Newark, New Jersey, at a cost not to exceed \$ 172,000.00.
- The contract renewal for the College's campus-wide software licenses was awarded to GHA Technologies, Inc. of Phoenix, Arizona, at a cost of \$85,912.90.
- The amendment to the May 19, 2015 Resolution #11 for Johnston Communications to add the installation of Cisco equipment in the new Library basement and the infrastructure and Cisco equipment for the Follett Project, at an additional cost of \$78,865.15, was approved. The additional amount will bring the amended resolution total to \$278,381.00.

- The award for the purchase of furniture for the nursing program was awarded to Luc Davis, LLC of Wake Forest, North Carolina, for a total amount not to exceed \$274,538.60.
- The award to purchase furniture for the Testing Department in the Library/Academic Building at 71 Sip Avenue was awarded to Luc Davis, LLC of Wake Forest, North Carolina, at a total cost not to exceed \$147,485.38.
- The award to purchase furniture for the student lounge at 161 Newkirk Street, Culinary Building, was awarded to Luc Davis, LLC of Wake Forest, North Carolina, for the total amount not to exceed \$19,479.04.
- The award of vendor for the purchase of furniture for the Counseling & Advisement Department at 70 Sip Avenue was awarded to Luc Davis, LLC of Wake Forest, North Carolina, for a total amount not to exceed \$15,074.64.
- The award to install foundation & steel for the STEM building, at 282 Academy Street was awarded to Natoli Construction Corp. of Pine Brook, New Jersey, at a cost not to exceed \$3,825,000.00.
- The award for a Construction Manager for the College STEM Building, Pedestrian Traffic Study, and exterior renovation at 70 Sip Avenue façade was awarded to Mast Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$220,500.00.
- The amendment to the May 19, 2015 Resolution #14 to change the vendor from Panelock Display Systems of Woodbury Connecticut, to MBA Design of Exton, Pennsylvania, for specialty demountable display walls for the Library gallery was approved for the same dollar amount not to exceed \$30,000.
- The award for a four (4) year lease agreement for campus-wide Sharp Copiers was awarded to Sharp Electronics of Mahwah, New Jersey, at a total cost of \$395,213.00.

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

1. The full-time staffing authorization table for Fiscal Year 2016 was approved.

*Titles to be modified:*

- *From:* Dean of Instruction/Arts and Science
- *To:* Dean of Instruction/Arts

*(continued...)*

*Titles to be modified (continued):*

- *From: Pension and Benefits Accountant*
- *To: Accountant*
  
- *From: Telecommunications and Systems Manager*
- *To: Data/Telecommunications Manager*
  
- *From: Data Communications Manager*
- *To: Help Desk Manager*
  
- *From: Associate Dean Allied Health*
- *To: Associate Dean Nursing and Health Sciences*
  
- *From: Vice President North Hudson Center/Student Services*
- *To: Vice President of the North Hudson Campus/Student Services*
  
- *From: Executive Director of the North Hudson Higher Education Center*
- *To: Executive Director of the North Hudson Campus*
  
- *From: Administrative Assistant, Controller's Office*
- *To: Administrative Assistant/Administrative Services*

*Titles to be deleted:*

- *Director of Facilities*
- *Assistant Purchasing Manager*
- *Customer Service Coordinator*
- *Assistant Vice President of Student Services*
- *Director of Enrollment and Student Services (North Hudson Center)*
- *Assistant Dean of Academic Affairs (North Hudson Center)*

*Titles to be added:*

- *Social Media Coordinator*
- *Executive Director of Engineering and Operations*
- *Facilities Worker*
- *Facilities Worker/Custodial Supervisor*
- *Manager Custodial Services*
- *Safety and Security Associates (2 positions)*
- *Junior Systems Administrator*
- *Web Portal Administrator*
- *Coordinator of Academic Assessment*
- *Project Coordinator/Administrative Services*
- *Director of Cultural Affairs*
- *Assistant Director of CBI*

*(continued...)*

*Titles to be added (continued):*

- *Library Clerical Assistant*
  - *Lecturers (5)*
  - *Assistant Dean of Students*
  - *Administrative Assistant*
  - *Student Development Associate*
  - *Dean of Instruction/Science*
2. Salary adjustments for full-time regular confidential employees were approved.
  3. The resignations of a Secretary for Non Credit Programs and Executive Director of Non Credit Programs were accepted.
  4. Staff were appointed to the following job titles: Executive Director, Human Resources; Senior Maintenance Mechanic; Student Financial Aid Assistant; College Lecturer, Criminal Justice; English Instructor; Academic Foundation - English Instructor; History Instructor; Criminal Justice Instructor.
  5. Staff were appointed to the following temporary full-time assignments: Interim Director of Academic Foundations- English; TFT Facilities Worker; Acting Director of Career Development; TFT Secretary, Non-Credit Programs.
  6. Appointment of additional new & continuing part-time hires: June 10 – June 30, 2015 and July 1 to December 31, 2015.

The following actions were taken concerning ***new business*** (*attached*):

1. The policies on Children on Campus and Smoking on Campus were approved.
2. The policy on Community Access and Use of the Libraries was approved.

The **meeting was adjourned** at 5:30 pm.

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.