

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



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

June 24, 2014

5:00 p.m.

Mary T. Norton Room, 70 Sip Avenue

Jersey City, New Jersey

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

Trustees absent: Jeanette Peña

Comments from the Public:

- Cathie Perselay Seidman, Associate Professor, Criminal Justice and President, Professional Association raised questions or made comments about recommendations on the Board agenda: concerning contracts for public relations consultants, architects and construction managers. She also raised issues about proposed changes on the staffing table. She referenced a law suit she had filed earlier in the year and indicated the Union could file formal action against the College with the State.

Trustee Lee responded by assuring that the Board would listen to comments from persons in the audience but would not respond to interrogation about the agenda and would direct the Administration to prepare a response to questions raised after the meeting.

Trustee Callahan also responded by stating that questions are not overlooked or disregarded, and that there are serious discussions through Board Committees.

Trustee Netchert added that there is a collective bargaining in place and the law sets out a process for resolving issues regarding the terms and conditions of employment. If there is an issue concerning policies that are adopted by the Board, the trustees will follow the legally established process for resolution and will respect the results.

(continued...)

- Absolom Latchman introduced himself as a College Security Officer employed by Cambridge Security. He has worked at HCCC for 3 years. He said he hoped that the next security firm awarded a contract by HCCC would offer jobs to the existing security guards and allow them the right to participate and have a union of their choice.
- Dr. Gabert read the following statement:

At your May Board meeting a member of the faculty spoke to you about a complaint he filed with the Middle States Commission on Higher Education on behalf of himself and 42 other members of the faculty.

Yesterday, June 23rd, I received a letter from Middle States which read in part: Following its review of "the complaint and your institutional response, it has been determined that Hudson County Community College has acted appropriately and in compliance with all relevant policies and accreditation standards. The Commission now considers this matter closed...."

The College Administration will take steps to provide the College community with access to the complaint that was filed, the institutional response, the related correspondence from Middle States as well as supporting documentation.

The trustees **approved the minutes** of the Regular Meeting of May 13, 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 award of campus security services for FY15- FY17 was awarded to U.S. Security Services of Secaucus, New Jersey at a total cost not to exceed \$7,135,202.10.
- The amendment to the award of vendor for the purchase of printers for the new library building was approved and awarded to GOV Connection of Woburn, MA at a total cost not to exceed \$41,560.00.
- The award of vendor for the purchase of equipment for academic foundations mathematics for FY14 was awarded to Keyboard Consultants Inc. of Fairfield, NJ at a total cost not to exceed \$27,082.00.
- The award of media services for transit advertisement for FY14-15 was awarded to Titan Worldwide of Fairfield, NJ at a total cost not to exceed \$101,313.20.
- The award of media services for cable television advertisements for FY14-15 was awarded to CABLEVISION of Bethpage, New York at a total cost not to exceed \$80,741.00.
- The award of media services for cable television advertisements for FY14-15 was awarded to COMCAST CABLE of Philadelphia, Pennsylvania for the sum of \$48,827.75.
- The award of Dell Desktop Authority Software for Information Technology Services for FY14 was awarded to Dell Marketing L.P. of Round Rock, TX at a total cost not to exceed \$35,652.29.

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- The award to purchase Dell KACE Hardware for Information Technology/MIS Services for FY14 was awarded to Dell Marketing L.P. of Round Rock, TX at a total cost not to exceed \$57,411.51.
- The award to purchase Content Management Software for the Center for Online Learning for FY14 was awarded to Starfish Inc. of Arlington, VA at a total cost not to exceed \$18,700.00.
- The award of auditing services for FY14 was awarded to Donohue, Gironda, & Doria of Bayonne, NJ at a total cost not to exceed \$59,000.00.
- The ratification of additional salt purchases due to inclement weather and amendment to the resolution for purchase of emergency & repair parts for FY2014 & 2015 was approved for Tsigonia Paint Supplies of Jersey City, NJ at a total cost not to exceed \$64,423.98.
- The award of campus-wide virtualized disaster recovery support/services to protect email (Exchange) and its web page for thirty (30) months was awarded to Terremark, a Verizon Company of Herndon, VA, at a cost not to exceed \$55,738.20.
- The renewal of College campus-wide software license agreement for FY15 was awarded to Gov Connection, Inc. of Merrimack, NH at an annual cost not to exceed \$86,858.27.
- The award to purchase a server for the new library was awarded to Dell of Round Rock, TX at a cost not to exceed \$14,858.04.
- The award to purchase smartboards for the new library was awarded to Keyboard Consultants of Fairfield, NJ at a cost not to exceed \$216,639.00.
- The award to purchase networking supplies for the new library was awarded to CDWG of Chicago, IL at a cost not to exceed \$39,853.75.
- The award to purchase network control system for wireless and wired switches for application visibility for the new library was awarded to DYNTEK of Mount Laurel, at a cost not to exceed \$46,062.00.
- The award to purchase computers for the new library was awarded to Dell of Round Rock, TX at a cost not to exceed \$28,931.00.
- The award to purchase phones and Cisco equipment was awarded to CDWG of Chicago, IL at a cost not to exceed \$49,681.04.
- The award to purchase fiber connection for the new library was awarded to Johnston Communications of North Arlington, NJ at a cost not to exceed \$8,640.00.
- The award to purchase identification and key access technology was awarded to NuVision Networks of Philadelphia, PA at a cost not to exceed \$166,059.00.
- The award of a contract for public relations consultant for fiscal year 2015 was awarded to William Macchi of WAM Consulting of Jersey City, NJ at a cost of \$3,000 per month.
- The award of a contract for Public Relations Consultant for FY2015 was awarded to Jones & Associates Communications, Inc. of Jersey City, NJ at a cost of \$6,500 per month.
- The award of a renewal of consultant services for capital projects for FY2015 was awarded to Wade Frazee of Glenwood, NJ at a cost not to exceed \$10,500.00.
- The extension of MAST Construction contract for the New Library, Phase Two: Ground Floor at a cost not to exceed \$66,000.00 was approved.
- The extension of NK Architects' contract for the New Library, Phase Two: Ground Floor at a cost not to exceed \$97,800.00 was approved.
- The award of consultant services for real estate appraisal was awarded to Hugh McGuire of Jersey City, NJ at a cost not to exceed \$7,500.00. *(continued...)*

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

1. The retirement of an Instructor, Early Childhood Education was accepted.
2. The resignations of a Director, Advisement & Counseling; Chief Information Officer; and Instructor, Speech were accepted.
3. Staff were appointed to the following full-time job titles: Transitional Program Coordinator; Librarian; Systems Administrator; and Associate Dean of Humanities;
4. Persons were approved for inclusion on the list of those authorized for additional new and continuing part-time employment: for FY15
5. Modifications of the Staffing Table for FY15 effective July 1, 2014 were approved.

<u>NAME</u>	<u>TITLE CHANGES</u>
Vacant	FROM: Instructor, Academic Foundations (Math) TO: 12 Month Lecturer, Academic Foundations
Vacant	FROM: Instructor, Allied Health TO: 12 Month Lecturer, Allied Health
Vacant	FROM: Instructor, Humanities TO: 12 Month Lecturer, Humanities
Vacant	FROM: Instructor, Social Sciences TO: 12 Month Lecturer, Social Sciences
Vacant	FROM: Instructor, Business TO: 12 Month Lecturer, Business

6. The Updated HCCC Non-Discrimination/Anti-Harassment Policy was approved.
7. The Part-Time Assignment Policy was approved.
8. The collective bargaining agreement between HCCC and the HCCC Academic Administrative Association for July 1, 2013 through June 30, 2015 was approved.

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

1. The addendum to the changes in selected CAI courses and curriculum was accepted.

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At the Board of Trustees' April meeting, changes in three of the Culinary Arts courses (see table below) were approved for the Fall 2014 implementation.

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

1. The Resignation of a Chief Financial Officer was accepted.
2. The resolution authorizing license agreement with Jersey City for placement of Peter Stuyvesant Statue was approved.
3. The layoff of Mirta Tejada acting in the interim position of Associate Dean, Humanities was approved.

The trustees went into **closed session** to discuss personnel matters. At the conclusion of closed session new business resolution #3 was voted on.

The **meeting was adjourned** at 5:55 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.