

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, August 10, 2021
5:00 p.m., via Zoom

Trustees Present: Koral Booth (Student Alumni Representative); Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Adamarys Galvin; Bakari Lee (Vice Chair); William Netchert (Chair); Jeannette Peña; Christopher Reber; Silvia Rodriguez; Harold Stahl

Trustees Absent: Roberta Kenny

Comments from the Public: There were no comments from the public.

1. *All College Council President's Report*

All College Council President Dr. Peter Cronrath offered the following report.

Good evening Board of Trustees, Dr. Reber, Dr. Jones, Faculty, Staff, Administrators, and the Hudson community.

I am pleased to offer my first All College Council Report as newly elected Chair of the All College Council.

First, I would like to introduce the new Executive Committee:

Chair: Peter Cronrath, Assistant Professor of Business

Vice Chair: Sharon Daughtry, College Lecturer of Business

Secretary: Karen Galli, Instructor of English

And I'd like to acknowledge the standing committee chairs:

Jose Lowe and Kyle Wolley, Co-Chairs, College Life Committee

Eric Adamson and Faiza Fayyaz, Co-Chairs, Space and Facilities Committee

Shannonine Caruana, Chair, Development and Planning Committee

Jing Yang, Chair, Technology Committee

Heather Connors, Chair, Student Affairs Committee

The newly formed Academic Senate, comprised of elected faculty from each division and other College representatives, will hold elections for a chair or co-chair at their first meeting in September.

The ACC Executive Committee will hold the Annual ACC Summer Retreat next Wednesday to discuss plans and goals for the upcoming academic year. I welcome the Board to email me, the Executive Committee, or the standing committee chairs with ideas or suggestions.

In setting higher standards of excellence and raising the bar on achievement, I want to acknowledge Lauren Drew's efforts last year with a list of some accomplishments:

- Amending the ACC Charter to create the Academic Senate to replace the Academic Affairs Committee;
- Revising the Children on Campus Policy;
- Incorporating a new DEI Statement into the Syllabus;
- Updating the Accessibilities Statement in the syllabus;
- Utilizing a COVID19 Statement for all in-person classes;
- Updating the Fresh Start Policy and a Work Life Portfolio Credit Increase;
- Implementing online proctoring and recommending that all faculty post their syllabi on Canvas for all courses; and,
- Changes to the College Hour, just to name a few.

The current Executive Committee hopes to continue in this path of "making changes to promote excellence."

I look forward to providing in-depth and transparent updates on the All College Council's work and their progress throughout the academic year.

Thank you.

2. President's Report

President Reber offered the following remarks.

Good evening, everyone!

It's great seeing all of you today as we prepare for the beginning of the fall semester and our new academic year.

Dr. Cronrath, welcome to your new role as President of the All College Council. Thank you for your first report to the Board this evening. We greatly appreciate your leadership on behalf of our College and mission.

I thank all of you who participated in our Board and Presidential Retreat two weeks ago. Our discussion about the last year and beyond, the future, and our nearly completed strategic plan was exceedingly helpful and invigorating.

Since we didn't hold a regular Board of Trustees meeting in July, this evening's meeting agenda contains many items. We thank our Board Personnel, Finance, Academic and Student Affairs, and Capital Projects committees for their due diligence in our recent committee meetings, and always.

Our College-wide focus on student success, including degree completion, transfer to four-year colleges and universities, and gainful employment – and, specifically, our work *with Achieving the Dream* – were prominent in our Board Retreat discussion. As you are aware, student success is an overarching, College-wide priority and a central theme in our new strategic plan that will be presented for your review and approval at the September meeting of the Board of Trustees.

Dr. Heather DeVries, Dean of Academic Affairs and Assessment, and Dr. Sheila Dynan, Associate Dean for Student and Academic Success, co-chair our Student Success *Dream Team*. They have led this work with skill, passion, and dedication. I have invited Sheila and Heather to discuss the work of our various *Dream Team* committees, some student success metrics, and our upcoming work to scale elements of our highly successful Educational Opportunity Fund to benefit more HCCC students. After their report, I'll return with very brief concluding remarks. Heather and Sheila, thank you for your leadership and for joining us this evening.

Heather DeVries and Sheila Dynan discussed Student Success during their PowerPoint presentation provided under the following link: [An Update on HCCC's Student Success Action Plan](#).

Sheila Dynan offered the following remarks.

Heather and I are proud of the work that has been accomplished this year; not individually, but College-wide. In an earlier conversation with *ATD* Coaches Drs. Mary Fifield and Rene Garcia, they shared with us that not all colleges in the *ATD* program were able to make such substantial progress during the pandemic. Some even paused their student success work completely. Heather and I really considered it a testament to HCCC's laser focus on student success and overall commitment to the students. We may have paused for two weeks, but we jumped right back into the work as an incredible and dedicated group of colleagues and employees.

At this point in time, Heather and I would be happy to answer any questions you may have.

Trustee Netchert asked following question.

What happens to those students in the first semester who earn no credits?

Heather DeVries offered the following response.

The goal is to have interventions that promote more students earning credits, especially during their first semester. But for those students who do not, we need to take a closer look at that data point and devise interventions to meet them where they are before they get to that point. We are trying initiatives such as the Student Success Academy that Sheila mentioned in order to devise strategies to catch

students before they are reaching the suspension, probation and dismissal lists. We want to intervene before they even get to that point. So that will be an ongoing focus of our work.

Trustee Pena offered the following remarks.

I am on a child-study team and testing is my area. I applaud what you all have done. I think this is a wonderful conversation to have going forward. Any support that I can provide in terms of guidance, navigating, etc., please let me know. Thank you.

Trustee Netchert offered the following remarks.

This is obviously a subject matter that has peaked some interest and so maybe we'll have Sheila and Heather back for more conversation. Thank you, Dr. Dynan and Dr. DeVries.

President Reber resumed his remarks.

Thank you, Heather and Sheila, for your stellar leadership of our student success initiatives.

Trustees, this concludes my report.

As always, I would be happy to entertain any questions or comments you might have.

Regular Monthly Reports and Recommendations

- 1. The Minutes of the Regular Meeting of June 8, 2021 were approved.**
- 2. Gifts, Grants, and Contracts Report**

The College has received the following grant award:

Title: Opportunity Meets Innovation Challenge – Safe and Inclusive Learning Environments Grant

Agency: Office of the Secretary of Higher Education (OSHE)

Purpose of Grant: New Jersey has the opportunity to transform higher education by prioritizing student needs for postsecondary education and ensuring its workforce will be ready to meet the challenges of tomorrow's post-pandemic economy. This is an innovative, competitive grant program designed to encourage institutions of higher education to implement sustainable best practices that boost student success and lead to a measurable impact on college completion.

College Administrator: Yeurys Pujols

College Contribution: \$0

Award Amount: \$499,983.00

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 for Architectural and Engineering Services On-Call List was approved.

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2. Resolution Authorizing Technical Operations and Project Management Support Services Extension for one (1) year with MAST Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$403,524.00, was approved.
3. Resolution Authorizing Purchase of Workspace Furniture for Culinary Conference Center from Commercial Furniture Interiors of Mountainside, New Jersey, at a cost not to exceed \$51,466.00, was approved.
4. Resolution Authorizing Purchase of Furniture for Office of Advancement and Communications from Commercial Furniture Interiors of Mountainside, New Jersey, at a cost not to exceed \$15,775.00, was approved.
5. Resolution to Approve Installation of Data Ports in the Culinary Conference Center by Sal Electric of Jersey City, New Jersey, at a cost not to exceed \$15,915.00, was approved.
6. Resolution Awarding Contract for Professional Architectural and Engineering Services to RSC Architects of Hackensack, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$39,600.00, was approved.
7. Resolution Authorizing Purchase of Review and Testing Course for Nursing Program from Kaplan, Inc. of Fort Lauderdale, Florida, to be funded by the Carl D. Perkins Grant, was approved.
8. Resolution Authorizing Purchase of Capstone RN for the Nursing Program from Nursing Education of Leawood, Kansas, to be funded by the Carl D. Perkins Grant at a cost not to exceed \$58,900.00, was approved.
9. Resolution Authorizing Purchase of Electronic Health Records (EHR) Tutor for the Nursing Program from Nursing Education of Leawood, Kansas, to be funded by the Carl D. Perkins Grant at a cost not to exceed \$17,420.00, was approved.
10. Resolution Authorizing Acceptance of Securing Our Children's Future Bond Act Funding (SOCFBA) in the amount of \$2,737.317, was approved.
11. Resolution of the Board of Trustees of Hudson County Community College Ratifying Purchase and Installation of Camera Kits Necessary for the Technology Upgrades by Aspire Technology Partners, of Eatontown, New Jersey, to be funded by the Securing Our Children's Future Bond Act (SOCFBA) at a cost not to exceed \$2,700,000, was approved.
12. Resolution Authorizing Video Classroom Upgrades by Aspire Technology Partners of Eatontown, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$657,921.00, was approved.
13. Resolution Authorizing Networking Equipment Upgrades throughout the North Hudson Campus by Johnston Communications Voice and Data of Kearny, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$293,691.00, was approved.
14. Resolution Authorizing Networking Equipment Upgrades throughout 870 Bergen Avenue from Johnston Communications Voice and Data of Kearny, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$94,039.00, was approved.

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15. Resolution Authorizing Purchase of Desktops and Monitors from Dell of Round Rock, Texas, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$286,245.00, was approved.
16. Resolution Authorizing Wireless Internet Upgrades from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$363,816.00, was approved.
17. Resolution Authorizing Purchase of Cohesity System from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$356,354.00, was approved.
18. Resolution Authorizing ITV Technical Support from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$196,500.00, was approved.
19. Resolution Authorizing Interactive Projector Upgrades from SHI International Corporation of Somerset, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$98,043.00, was approved.
20. Resolution Authorizing Advanced Email Security Protection Software from SHI International Corp. of Somerset, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$56,435.00, was approved.
21. Resolution Authorizing Purchase of Portable WebEx Boards from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$85,171.00, was approved.
22. Resolution Authorizing Purchase of Intelligent Learning Platform from Ellucian Company, of Fairfax, Virginia, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$46,349.00, was approved.
23. Resolution Authorizing Purchase of Dark Web Vulnerability Scan Software from NJEdge.net of Newark, New Jersey, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$43,875.00, was approved.
24. Resolution Authorizing Purchase of Computers for ITV Rooms from GHA Technologies Inc. of Phoenix, Arizona, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost not to exceed \$38,644.00, was approved.
25. Resolution Authorizing Renewal of Personal Hot Spots with T-Mobile USA, Inc. of Bellevue, Washington, to be funded by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Grant at a cost of \$34,440.00, was approved.
26. Resolution Authorizing Renewal of Fiber Maintenance Agreement with Johnston Communications Voice and Data of Kearny, New Jersey, at a cost not to exceed \$527,889.00, was approved.
27. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement with GHA Technologies, Inc. of Phoenix, Arizona, at a cost not to exceed \$85,793.00, was approved.

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28. Resolution Authorizing Renewal of SmartNet Technical Support and Hardware Coverage with Aspire Technology Partners of Eatontown, New Jersey, at a cost not to exceed \$45,341.00, was approved.
29. Resolution Authorizing Renewal of Equipment Maintenance in Culinary Arts Institute with Malachy Parts & Service of Bayonne, New Jersey, at a cost not to exceed \$40,000.00, was approved.
30. Resolution Authorizing Renewal of Contract for Facilities Department Supplies and Equipment with WW Grainger of Cranford, New Jersey, at a cost not to exceed \$60,000.00, was approved.
31. Resolution Authorizing Renewal of Public Relations Support with Jones & Associates Communications, Inc. of Jersey City, New Jersey, at a cost not to exceed \$90,000.00, was approved.
32. Resolution Authorizing Renewal of Consultation Services for Latino Outreach with Atabey Consulting Group of Wyckoff, New Jersey, at a cost not to exceed \$48,000.00, was approved.
33. Resolution Authorizing Renewal of a Subscription Service for the Gabert Library with LinkedIn Corporation of Sunnyvale, California, at a cost not to exceed \$17,593.00, was approved.
34. Resolution Authorizing Purchasing Bid Threshold for Fiscal Year 2022 was approved.
35. Resolution Authorizing the Sale of Property Located at 68-74 Sip Avenue and 164-168 Sip Avenue, Jersey City, New Jersey, to the Jersey City Redevelopment Agency, was approved.

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

1. The retirements of a Head Tutor, English, Humanities and Social Sciences; Associate Dean, Business, Culinary Arts, and Hospitality Management; Counselor; Associate Professor; Executive Administrative Assistant to the President; Coordinator, Testing, Nursing and Health Sciences; and Executive Secretary, Office of the President, were approved.
2. The resignations of a Secretary, ESL; Library Associate; Program Assistant; and Dean of College Libraries, were accepted.
3. Staff appointed to the following full-time positions were approved: Grant Project Director (Grant-funded); Vice President for Advancement and Communications; Safety and Security Associate, Transportation; Student Success Coordinator, Operating Engineers (Grant-funded); Coordinator, Continuing Education and Workforce Development; Student Services Assistant; Director, Practical Nursing; Executive Director, Center for Online Learning; PC Technician; Student Success Coordinator, Prison and Reentry Students (Grant-funded); Financial Counselor (Grant-funded).
4. Appointments of Temporary Full-time Staff were approved.
5. Appointments of Temporary Full-time Faculty for Fall 2021 were approved.
6. Authorizations of Part-time Staff through August 2022, as needed, were approved.
7. Appointments of New Hire Adjunct Instructors were approved.

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8. Modifications to the Staffing Table were approved.

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
College Lecturer, Honors Program	Delete Title	Vacant	Salary savings: \$60,000	August 11, 2021
Head Tutor (English and ESL)	Delete Title	Vacant as of 9/15/21	Salary savings: \$45,894	September 15, 2021
Assistant Director, Writing Center and Retention Services	Director, Writing and Tutoring Center	Kenny Fabara	Current Salary: \$54,080.00 New salary: \$65,000	August 11, 2021
College Lecturer, Transitional Programs	Associate Director, Writing and Tutoring Center	Patrizia Barroero	No Salary Change	August 11, 2021
Head Tutor, STEM and Business	Associate Director, Honors Program	Kyle Woolley	Current Salary: \$44,994.56 New salary: \$60,000	August 11, 2021
Head Tutor, North Hudson Campus	Associate Director, Diversity, Equity and Inclusion	Natalia Vazquez-Bodkin	Current Salary: \$45,894.45 New salary: \$60,000	August 11, 2021
Director of Cultural Affairs	Director of Diversity, Equity and Inclusion for Cultural Affairs	Michelle Vitale	No Salary Change	August 11, 2021
Director, Accessibility Services	Director of Diversity, Equity and Inclusion for Accessibility Services	Jacqueline Safont	No Salary Change	August 11, 2021
New Title	Coordinator, Writing and Tutoring Center	New Title	New Title	August 11, 2021

Grant-funded Positions, Continuing Education and Workforce Development

Current Approved Title	New Temporary Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date	Anticipated End Date
N/A	Student Success Coach/Coordinator for Prison and Reentry Students	N/A	N/A	August 11, 2021	December 31, 2021
N/A	Student Success Coach/Coordinator for Operating Engineer Apprentices	N/A	N/A	August 11, 2021	December 31, 2021
N/A	Student Success Coach; Coordinator of Reentry Program	N/A	N/A	August 11, 2021	December 31, 2021

Other Staffing Table Changes, Nursing and Health Sciences

Current Approved Title	New Temporary Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date	Anticipated End Date
College Lecturer, Nursing	Instructor, Practical Nursing (Tenure-track)	N/A	N/A	August 11, 2021	N/A

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College Lecturer, Radiography	Instructor, Radiography (Tenure-track)	N/A	N/A	August 11, 2021	N/A
Coordinator of Testing	Coordinator, Instructional Technology and Testing	N/A	N/A	August 11, 2021	N/A

9. Resolution Authorizing Children on Campus Policy was approved.

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

1. Resolution Authorizing Agreement Between Hudson County Community College and Walgreen Company for a Pharmacy Technician Program, was approved.
2. Resolution Authorizing Agreement Between Hudson County Community College and West New York Board of Education, was approved.
3. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and New Jersey Reentry Corporation, was approved.
4. Resolution Authorizing New and On-going Partnerships with Hudson County High Schools for the Delivery of Credit Course Instruction for Academic Year 2021-22, was approved.
5. Resolution Authorizing Agreement Between Hudson County Community College and Orange Public School District for the Delivery of Culinary Arts Curriculum, was approved.
6. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Union City High School for the Delivery of a Bridge Year Pilot Program, was approved.
7. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Jersey City Public Schools for the Delivery of a Bridge Year Pilot Program, was approved.
8. Resolution Authorizing Affiliation Agreement Between Hudson County Community College and Robert Wood Johnson Physician Enterprise, P.A., and Barnabas Health Medical Group, for Clinical Experiences for the Medical Assisting Program, was approved.

The Board went into **Closed Session** to discuss a legal matter.

The Board came out of closed session and the **public meeting was reconvened**.

The following action was taken concerning **new business**:

1. A Settlement Agreement and General Release was approved.

The **meeting was adjourned** at 6:55 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.