

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



Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, August 11, 2020
5:00 p.m.
Via Zoom

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

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

1. *Student Government Association President's Report*

Student Government Association President Warren Rigby offered the following report.

SGA has participated on various committees such as the Return to Campus Task Force and the President's Advisory Council on Diversity, Equity and Inclusion to ensure that there is an active student voice at all meetings.

SGA has assisted in writing the Thermal Mirror protocols and questionnaires for returning to campus in Spanish.

"Student Corner" continues to be a success. We are approaching the 4th month for a total of 18 episodes. The "Student Corner" is scheduled every Thursday. It provides students an active platform to ask questions and have a continued dialog.

SGA created the "Story Hour" in collaboration with our library staff. It has been a continued success as well.

Due to these unprecedented times, we have decided to forgo the elections for Executive Board

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members. There are currently seventeen individuals interested in joining the SGA for the 2020-2021 academic school year. Over the next few days we will be holding a series of three different meetings.

The first meeting will encompass President, Vice President, and Director of Communications for the Journal Square and North Hudson Campuses.

The second meeting will encompass Director of Record Keeping, Director of Finance, Director of Community Outreach, and Director of Inter-Club Council.

The third meeting will incorporate the senators and the volunteers.

These meetings are set up to answer questions and to talk to each candidate. Warren Rigby and the Student Life and Leadership Committee will start to work on the appointment to different roles and positions. After appointments have been accepted, a virtual swearing in will be held. Training of all new Executive Board offices in conjunction with clubs and organizations will occur later in August. In the event a President is not chosen, Warren Rigby is willing to stay on as the SGA interim President until someone has been chosen.

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following report.

The All College Council Committee Chairs have been actively serving as representatives on external councils and committees, including Sharon Daughtry on the *College Service Day Planning Committee* and Shannonine Caruana and Peter Cronrath on the *Returning to Campus Task Force*.

In July the *Restart Plan* was shared with the College community. I would like to thank the participating members of the ACC, who, along with members of the *RTC Task Force*, the Professional Association and other members of the College community, contributed to the completion of this important document.

In anticipation of the new academic year, the ACC's committee chairs and secretaries will be gathering next week at a summer retreat for a planning and goal-setting session.

We also will be welcoming three new committee chairs: Christopher Conzen is the new Chair of the Student Affairs Committee; Eric Adamson and Faiza Fayyaz will be the Co-chairs of the *Space and Facilities Committee*.

This week the ad hoc sub-committee on charter review is resuming its work. A primary issue under discussion is how adjunct instructors may be incorporated into the ACC.

We are all looking forward to the ACC's first meeting of the fall semester, which will take place virtually following the College Service Day programming on August 26.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees, colleagues and guests.

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I hope you are all safe and well! It is great to see you today!

I would like to begin with some wonderful news!

Last week we learned that the Association of Community College Trustees has chosen Professor of Humanities Laurie Riccadonna to receive the 2020 ACCT Outstanding Faculty Member Award for the Northeastern United States! Laurie will be honored at ACCT's national convention, the ACCT Leadership Congress, in early October. This is a very significant honor, and one that is exceptionally well deserved.

As you will recall, ACCT recognized Chairman Netchert last year as the outstanding Trustee for the Northeastern United States. To have a Trustee and a faculty member recognized back to back in this way is a true point of pride for our entire HCCC family!

Professor Riccadonna, thank you for all you do for our students and College! Kudos, and congratulations!

On behalf of the entire College community, I also want to acknowledge and thank three long-serving and valued members of our faculty, who are retiring.

- Professor of Chemistry, Thomas Hsieh;
- Professor of English and ESL, Chandridat Persaud; and,
- Assistant Professor of English, Timothy Peacock.

Thomas, Chandridat and Timothy, thank you for your many years of exemplary service to our students and our College! We are very happy for you, but we will miss you greatly!

I am also delighted to share that Director of Health Related Programs, Kathleen Smith-Wenning, has been accepted by *Project Hope* for a two-week, intensive, volunteer deployment in Bethesda, MD, serving an African diaspora community suffering high rates of COVID-19 infection. *Project Hope* is a well-respected, world-class, global relief organization. Kathleen and other volunteers from throughout the country are in Maryland now, working in partnership with social workers to identify and conduct COVID-19 related outreach to vulnerable people, families, communities and facilities, and coordinate medical referrals when necessary.

Kathleen has provided strong leadership at HCCC during the pandemic, including her leadership as co-chair of our COVID-19 Task Force and her continued strong participation and service as a member of the HCCC Return to Campus Task Force. Congratulations, and thanks, Kathleen, for your inspirational leadership and commitment to helping others!

I also want to recognize and thank Professor Dorothy Anderson, Associate Vice President Darryl Jones, Coordinator of North Hudson Campus Amaalah Ogburn, North Hudson Campus Executive Director Yeury's Pujols, and other colleagues who organized and offered an inspirational tribute last week to the late Congressman, Civil Rights Leader, and American Hero, John Lewis. It was a very touching tribute and celebration of Congressman Lewis' life and legacy.

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Our gradual return to on-campus operations continues to move forward. We continue to plan to offer approximately 85% of our fall courses online or remotely, with courses that require use of facilities on campus, such as Culinary, Health Sciences, and some STEM lab courses, offered partly on-ground, and mostly in a hybrid format.

We are exceeding safety protocols recommended by the Center for Disease Controls and other health agencies to ensure the safest possible environment for our students, faculty and staff.

We will continue offering all student support services remotely throughout the fall. In addition, today our staff began offering on-ground services by appointment in areas such as Financial Aid, Testing, Registration, Admissions, and others.

Our Return to Campus Task Force, comprised of students, faculty and staff, including health professionals, has done extraordinary work to plan and prepare.

Similarly, our staff members in Online Learning and Information Technology Services are offering exceptional support to help students, faculty and staff navigate the challenges of online and remote learning.

Today I have asked Executive Director of Online Learning, Archana Bhandari, to speak briefly about the services she and her team are providing through the Center for Online Learning.

I will return after Archana finishes her comments for some final remarks.

The following hyperlink: [College Faculty and Student Online Learning](#) contains the Powerpoint presentation submitted by Archana Bhandari.

President Reber resumed his remarks.

We have completed our first year as a member of the *Achieving the Dream* network of high-performing community colleges. As you are aware, ATD member colleges are dedicated to continuous improvement in student retention, degree completion, transfer, and success through the use of data and best practices. This work has engaged faculty, staff and students across the College and beyond over the past year. I thank everyone who is contributing to and advancing our student success initiatives.

Recently, our *ATD Dream Team*, comprised of more than 30 faculty, staff and students, completed HCCC's *Student Success Action Plan* that discusses what we have learned as a community over the past year, and how we intend to focus our student success efforts for the coming year and beyond based on data and best practices.

I thank *Dream Team* co-chairs, Heather DeVries and Dr. Sheila Dynan; Executive Director of Institutional Research, John Scanlon; and all team members for their dedicated work over the past year.

For each overarching strategy in our plan, working teams will be formed, and the plan will be discussed at upcoming college-wide open fora.

I also thank all of our colleagues who have participated in the development of HCCC's new *Academic Master Plan*, which is on this evening's agenda for Board approval. The *Academic Master Plan* dovetails beautifully with the *Student Success Action Plan* and with the recently developed goals of the President's Advisory Council for Diversity, Equity and Inclusion. This comprehensive planning is providing the foundation for our new College Strategic Plan that we will complete in 2021.

I thank Executive Vice President and Provost, Dr. Eric Friedman, for his leadership of our Academic Master Plan and college-wide strategic planning processes.

Before I conclude, I would like to celebrate our College's continued engagement and commitment to addressing racism and intolerance in our society. I am so inspired, daily, by the outstanding programs, activities, conversations and engagement throughout our HCCC community. I thank President's Advisory Council for Diversity, Equity and Inclusion co-chairs, Lilisa Williams and Yeurys Pujols, and all members of PACDEI, for their engaged and inspirational work. I also thank Trustees Bakari Lee and Pamela Gardner for their leadership and support of these efforts, as members of PACDEI and as Trustees.

Trustee Gardner is arranging an HCCC virtual networking meeting for African American leaders and clergy. This will provide an opportunity to discuss how we can strengthen our outreach and collaboration with members of the African American community, and, together, an opportunity to share the many educational and cultural opportunities at HCCC. I hope this will be the start of regular meetings with African American clergy to strengthen our partnerships and collective action in order to better serve members of our community.

As you are aware, we are also meeting and working together in this way with our new HCCC Advisory Council of Latino clergy, community leaders, and HCCC community members. I thank Vice President Nicholas Chiaravalloti and his team for their leadership and support for this work. These partnerships and collaborations are an essential component of our Diversity, Equity and Inclusion goals and vision.

Finally, I am looking forward to our second annual Board and Presidential Retreat on Thursday, August 20. I thank Trustee Bakari Lee for his counsel in developing the retreat agenda. We look forward to welcoming back to HCCC – at least virtually – Montgomery College President, Dr. DeRionne Pollard, who will again facilitate our time together.

I will end there, but, as always, I would be happy to entertain questions or comments.

Thank you all!

Trustee Bakari Lee offered the following remarks.

New Jersey achieved a clean sweep of all of the awards at ACCT for the northeast region; e.g., Professional Board Staff, Faculty, Trustee, and Diversity, Equity and Inclusion Award. This is something that we can all be proud of.

Kudos to Trustee Gardner for the work that she's doing with the African American clergy. It dovetails very nicely with the work of the President's Advisory Council on Diversity, Equity and Inclusion.

I look forward to all the Trustees participating in the August 20 Board Retreat via Zoom. Thank you, Chris, for spearheading it. Congratulations on all of the *Achieving the Dream* work. I suggest that the

results of that work be used in a substantive manner at our August 20 Board Retreat. From a statistical and planning standpoint, I'd like to see what that work has been regarding student success to give the Trustees an opportunity to consider it. And, figure out how we think the College should chart its course going forward to correctly use that data to provide the best services.

Regular Monthly Reports and Recommendations

- 1. The Minutes of the Regular Meeting of June 9, 2020 were approved.**
- 2. Gifts, Grants, and Contracts Report - None**

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 Approving Acceptance of OSHE Funds was approved.
2. Resolution Authorizing Purchase of HVAC Ultraviolet Light System from Automated Building Controls, Inc., of Neptune, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$258,682.00, was approved.
3. Resolution Authorizing Purchase of Thermal Mirrors from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$69,552.00, was approved.
4. Resolution Authorizing Purchase of Sanitizing Liquid and Dispensers from Staples of Englewood, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$76,756.00, was approved.
5. Resolution Authorizing Purchase of Portable Sneeze Guards, from Action Services Group of Aston, Pennsylvania, to be funded by the CARES Act Grant at a cost not to exceed \$43,815.00, was approved.
6. Resolution Authorizing Purchase of Shelving from Stanley Black&Decker of Pittsburgh, Pennsylvania, to be funded by the CARES Act Grant at a cost not to exceed \$34,000.00, was approved.
7. Resolution Authorizing Purchase of Signage from Elite Signs of Monmouth Junction, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$30,000.00, was approved.
8. Resolution Authorizing Purchase of Smart TV Systems from Office Business Systems of Lincoln Park, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$40,393.00, was approved.
9. Resolution Authorizing Purchase of Smart TVs and Sound System Upgrades from Office Business Systems of Lincoln Park, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$34,974.00, was approved.
10. Resolution Authorizing Purchase of Portable Interactive Display Systems from Office Business Systems of Lincoln Park, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$45,454.00, was approved.

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11. Resolution Authorizing Purchase of Dell Computers and Monitors for Culinary Remote Instruction from Dell Inc. of Round Rock, Texas, to be funded by the CARES Act Grant at a cost not to exceed \$15,954.00, was approved.
12. Resolution Authorizing Purchase of Audio and Video Equipment for 870 Bergen Avenue Classrooms from Office Business Systems of Lincoln Park, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$52,105.00, was approved.
13. Resolution Authorizing Purchase of Video Conferencing System for 870 Bergen Avenue Classroom from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$60,993.00, was approved.
14. Resolution Authorizing Purchase of Dell Laptops for STEM Multipurpose Room from Dell Inc. of Round Rock, Texas, to be funded by the CARES Act Grant at a cost not to exceed \$46,155.00, was approved.
15. Resolution Authorizing Purchase of ITV Telepresence and Remote Sharing System for STEM Multipurpose Room from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$130,840.00, was approved.
16. Resolution Authorizing Purchase of Furniture for STEM Building from Commercial Furniture Interiors of Mountainside, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$22,231.00, was approved.
17. Resolution Authorizing Purchase of Various STEM Laboratory Supplies from Fisher Science Education of Hanover Park, Illinois, to be funded by CARES Act Grant at a cost not to exceed \$75,452.00, was approved.
18. Resolution Authorizing Purchase of Labster License from Labster, Inc. of New York, New York, to be funded by the CARES Act Grant at a cost not to exceed \$50,000.00, was approved.
19. Resolution Authorizing Purchase of Cisco Network Equipment from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$169,868.00, was approved.
20. Resolution Authorizing Purchase of Cisco Internet Access Equipment from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$87,936.00, was approved.
21. Resolution Authorizing Purchase of Cisco Unified Communications Telephone System Upgrade from Aspire Technology Partners of Eatontown, New Jersey, to be funded by the CARES Act Grant at a cost not to exceed \$269,303.00, was approved.
22. Resolution Authorizing Purchase of Projector Upgrades from Office Business Systems of Lincoln Park, New Jersey, at a cost not to exceed \$22,019.00, was approved.
23. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement from GHA Technologies, Inc. of Phoenix, Arizona, at a cost not to exceed \$74,544.00, was approved.
24. Resolution Authorizing Renewal of SmartNet Technical Support and Hardware Coverage from Aspire Technology Partners of Eatontown, New Jersey, at a cost not to exceed \$19,835.00, was approved.

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25. Resolution Authorizing Renewal of Texting Platform for Enrollment Services from Mongoose Cadence of Orchard Park, New York, at a cost not to exceed \$19,999.00, was approved.
26. Resolution Authorizing Purchase of Extermination Services from Bayonne Exterminating of Bayonne, New Jersey, at a cost not to exceed \$35,000.00, was approved.
27. Resolution Authorizing Purchase of Ground Maintenance Services for Journal Square Campus from Hufnagel Design and Construction Group of North Bergen, New Jersey, at a cost not to exceed \$34,000.00, was approved.
28. Resolution Authorizing Purchase of Generator Service Contract for Gabert Library, North Hudson Campus, and STEM Building from Aggressive Power Systems of Wall, New Jersey, at a cost not to exceed \$35,000.00, was approved.
29. Resolution Authorizing Water Chemical Treatment Services from Trane of Pine Brook, New Jersey, at a cost not to exceed \$36,000.00, was approved.
30. Resolution Authorizing Cooperative Pricing Agreement with County of Bergen was approved.
31. Resolution Authorizing Plumbing Maintenance and Repairs from William J. Guarini Plumbing & Heating of Jersey City, New Jersey, at a cost not to exceed \$35,000.00, was approved.
32. Resolution Authorizing Purchase of Janitorial Supplies from Allen Paper & Supply Co. of Morristown, New Jersey, at a cost not to exceed \$34,000.00, was approved.
33. Resolution Authorizing Purchase of Construction/Maintenance Supplies from Tsigonia Paint Sales of Jersey City, New Jersey, at a cost not to exceed \$34,000.00, was approved.
34. Resolution Authorizing Award of Contract to WW Grainger for Facilities Department Supplies and Equipment from WW Grainger of Cranford, New Jersey, at a cost not to exceed \$60,000.00, was approved.
35. Resolution Authorizing Award of Contract for Floor Mat Cleaning Services from Cintas of Union, New Jersey, at a cost not to exceed \$34,000.00, was approved.
36. Resolution Authorizing Equipment Maintenance in Culinary Arts Institute from Malachy Parts & Service of Bayonne, New Jersey, at a cost not to exceed \$40,000.00, was approved.
37. Resolution Authorizing Purchase of Kitchen Equipment Cleaning Services for Culinary Conference Center from Commercial Kitchen Cleaning Inc. of Wayne, New Jersey, at a cost not to exceed \$19,770.00, was approved.
38. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center from Baldor Specialty Foods, Inc. of Bronx, New York, at a cost not to exceed \$60,000.00, was approved.
39. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center from Blue Ribbon Fish Co. Inc. of Bronx, New York, at a cost not to exceed \$50,000.00, was approved.
40. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center from Dairyland USA Corporation of Bronx, New York, at a cost not to exceed \$50,000.00, was approved.

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41. Resolution Authorizing Purchase of Specialty Meat Products for Culinary Conference Center from Green Tree Packing Company of Passaic, New Jersey, at a cost not to exceed \$40,000.00, was approved.
42. Resolution Authorizing Purchase of Specialty Food Products for Culinary Arts Program from Driscoll Foods of Wayne, New Jersey, at a cost not to exceed \$25,000.00, was approved.
43. Resolution Authorizing Public Relations Support from Jones & Associates Communications, Inc. of Jersey City, New Jersey, at a cost not to exceed \$90,000.00, was approved.
44. Resolution Authorizing Purchase of Consultation Services for Latino Outreach from Atabey Consulting Group of Wyckoff, New Jersey, at a cost not to exceed \$36,000.00, was approved.
45. Resolution Authorizing Contract for Review and Testing Course for Nursing Program with Kaplan, Inc. of Fort Lauderdale, Florida, was approved.
46. Resolution Authorizing Purchase of Assessment and Review Program from Assessment Technologies Institute, LLC. of Leawood, Kansas, at a cost not to exceed \$83,175.00, was approved.
47. Resolution Authorizing Purchase of i-Human Patients from Kaplan, Inc. of Fort Lauderdale, Florida, at a cost not to exceed \$53,200.00, was approved.
48. Resolution Authorizing Purchase of vClinical Software from NurseThink of Waconia, Minnesota, at a cost not to exceed \$37,200.00, was approved.
49. Resolution Authorizing Purchase of Adobe Digital Arts Creative Cloud License from SHI International Corp of Somerset, New Jersey, at a cost not to exceed \$20,214.00, 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 Professor, Chemistry; Assistant Professor, English; and Professor, English and ESL, were approved.
2. The resignations of a Senior Maintenance Mechanic, Facilities; Career Coach, Career Services; College Lecturer, Nursing Education Specialist; and Assistant Vice President of Academic Affairs, were accepted.
3. Staff was appointed to the following Full-time position: Apprenticeship Program Coordinator, Health Programs, Continuing Education and Workforce Development (Grant-funded Position).
4. Appointments of Temporary Full-time Faculty through Fall 2020 were approved.
5. Appointments were approved for the following Temporary Full-time Staff: Interim Coordinator, Continuing Education and Workforce Development; TFT Academic Advisor.
6. Appointments of Part-time Staff through August 2021, as needed, were approved.
7. Appointments of New Hire Adjuncts were approved.

8. The following Modifications to the Staffing Table were approved.

<i>Current Approved Title</i>	<i>New Title/ Deleted Title (if applicable)</i>	<i>Incumbent (If applicable)</i>	<i>Salary Adjustment (If applicable)</i>	<i>Effective Date</i>
<i>Assistant Vice President, Academic Affairs</i>	<i>Delete Title</i>	<i>Vacant Position</i>	<i>Vacant Position, last salary at \$132,612.50. Position will be collapsed.</i>	<i>August 12, 2020</i>
<i>Executive Director, Secaucus Center</i>	<i>Change Title: Executive Director, Secaucus Center and Early College Programs</i>	<i>Christopher Conzen</i>	<i>From: \$109,200 To: \$120,000</i>	<i>July 16, 2020</i>
<i>Assistant Dean, Academic Affairs</i>	<i>Change Title: Associate Dean, Academic Affairs</i>	<i>Heather DeVries</i>	<i>From: \$85,500.48 To: \$95,000</i>	<i>August 12, 2020</i>
<i>Executive Director, North Hudson Campus</i>	<i>No Title Change</i>	<i>Yeurys Pujols</i>	<i>From: \$114,400 To: \$120,000</i>	<i>August 12, 2020</i>
<i>Associate Dean, Academic Development and Support Services</i>	<i>No Title Change</i>	<i>Pamela Bandyopadhyay</i>	<i>From: \$105,605.57 To: \$112,000</i>	<i>August 12, 2020</i>
<i>Coordinator, Leap Programs</i>	<i>Change Title: Coordinator, Early College Programs</i>	<i>Jennifer Rodriguez</i>	<i>From: \$48,722 To: \$52,000</i>	<i>August 12, 2020</i>
<i>Program Assistant, Early College Programs (approved existing position)</i>	<i>Change Title: Student Success Coach, Early College Programs</i>	<i>Vacant Position</i>	<i>Vacant Position, last salary at \$40,000.</i>	<i>August 12, 2020</i>

9. Resolution Authorizing the Award of an External Consultant for Hudson County Community College Mission Review to Richard Voorhees, at an amount not to exceed \$15,000, was approved.

10. Resolution Amending the Effective Date of Philip Cafasso's Tenured Professor Appointment to August 16, 2020, was approved.

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

1. Resolution to Approve Academic Master Plan 2020-23 was approved.
2. Resolution to Approve Agreement Between Hudson County Community College and West Orange Board of Education for the Delivery of Culinary Arts Curriculum, effective August 12, 2020, was approved.

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3. Resolution to Approve Agreement Between Hudson County Community College and Alaris Health at Hamilton Park, effective September 1, 2020, was approved.
4. Resolution to Approve Agreement Between Hudson County Community College and Peace Care St. Ann's and St. Joseph's, retroactive to August 1, 2020, was approved.
5. Resolution to Approve Agreement between Hudson County Community College and Clara Maass Medical Center, effective October 1, 2020, was approved.

The meeting was adjourned at 5:40 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.