

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, August 13, 2019
5:00 p.m.
Mary T. Norton Room
70 Sip Avenue
Jersey City, New Jersey

Trustees present: Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Joanne Kosakowski; (via conference call); William Netchert (Chair); Jeannette Peña; Christopher Reber; Silvia Rodriguez; Harold Stahl.

Trustees not present: Kevin Callahan; Alexandra Kehagias (Alumni/Student Representative); Roberta Kenny; Bakari Lee (Vice Chair)

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

Awards, Recognitions and Special Reports

1. *All College Council President's Report*

All College Council President Lauren Drew offered the following remarks.

The ACC will have its annual summer retreat next week, on August 22nd. We will welcome several new chairs and secretaries, discuss initiatives, and plan for the upcoming year. Along with continuing work on several projects, such as child care for students and technology setup in new and renovated classrooms, we will be reaching out to the College community to solicit their feedback on what issues they feel the ACC should take up.

Over the summer, representatives of the Diversity, Equity, and Inclusion subcommittee of the ACC have worked with Dr. Reber on charges for the President's Advisory Council on Diversity, Equity and Inclusion. Jose Lowe and Angela Pack, representing our DEI subcommittee, will present at the ACC's first meeting of the year on College Service Day, and our general membership will take a vote on endorsing the President's Advisory Council and sending two representatives of the ACC.

Also at our first meeting, we expect to hear a report on the Space and Facilities Committee's summer recycling initiative and to have the Student Affairs Committee present their Governance Recommendation on moving the College Hour to a time more conducive to course scheduling.

2. *President's Report*

President Reber offered the following remarks.

Good Evening, Trustees. It's great to be back together again! Lauren, thank you for your remarks, and welcome to your new leadership role.

I'd like to begin by inviting Executive Vice President Eric Friedman, and Dean of Workforce and Continuing Education Lori Margolin, to recognize a valued colleague, Hudson County Workforce Development Board Chair, and Director of Workforce Development and Grants for RWJBarnabas Health, Lourdes Valdes.

Eric Friedman addressed the Board.

Thank you, Dr. Reber, and good evening to members of the Board. I am so pleased to introduce Lourdes Valdes, Director of Workforce Development and Grants for RWJBarnabas Health. She was previously with Jersey City Medical Center, which is now part of the RWJBarnabas umbrella.

Lourdes is also Chairperson of the Hudson County Workforce Development Board and is a true supporter of HCCC's workforce efforts. She has been instrumental in bringing the WDB meetings to HCCC.

We spend a lot of time and energy at the community college in working to break down barriers to student success. Lourdes spends a lot of her time working to break down barriers to her staff's career mobility. She actively creates programs and partnerships that promote career mobility.

I wanted to publicly recognize her for her efforts on behalf of the workforce development students of Hudson County. Lori Margolin has a few words to say about the programs we are partnering on with Lourdes.

Lori Margolin offered the following remarks.

I just want to thank you, Lourdes, for your partnership and passion for building career pathways for the residents of Hudson County and others in the state. Just to share a few of the programs that we work on together: we developed an EMT program last fall; we are currently working on our Patient Access Representative Program; and we are looking forward to working on our apprenticeship program for paramedics.

Eric Friedman and Lori Margolin Presented a Plaque to Lourdes Valdes.

Lourdes Valdes offered remarks.

Thank you, Lori, Eric, President Reber and the Board of Trustees for your support in the work that we are doing to bring more programs to Hudson County. Lori Margolin, Catherina Mirasol and Samaya Yashayeva have been instrumental in creating a vision and making it come true. Without any concerns or worries, I trust them fully with the work they do. We have been able to hire, appoint, and promote many Hudson County residents. Hudson County Community College has become friend and family.

President Reber resumed his remarks.

Lourdes, thank you for your leadership for our community, and your partnership with us at Hudson County Community College!

This evening we are delighted to welcome John Scanlon, our new Executive Director of Institutional Research. John brings significant planning and IR expertise and more than 15 years of experience at Princeton, Harvard, MIT, Columbia, and other institutions. Welcome, John! Would you like to say a few words?

John Scanlon offered remarks.

Thank you, President Reber, for the warm welcome. It echoes the warm welcome I have received from my colleagues. I am excited to be at HCCC!

President Reber resumed his remarks.

Thanks, John.

Last week you received my annual report, which highlights many important outcomes of the work of the HCCC community during the past year. It was a year that brought change, challenge, and significant accomplishment. And since we last met, a number of important things have happened. You have heard about most or all of them, but since it's our first time together in two months, I'll mention just a few in my remarks today.

First, allow me to publicly congratulate Board Chair Bill Netchert, who has been chosen by the Association of Community College Trustees (ACCT) to receive the ACCT 2019 Northeast Region M. Dale Ensign Trustee Leadership Award. This prestigious award recognizes Bill's years of exemplary leadership on the HCCC Board of Trustees, and in support of the College. He will be presented the award at the October ACCT Leadership Congress in San Francisco. And as the recipient of this award for the northeast region of the United States, Bill will also be considered for the national Trustee of the Year Award, which will be announced at the conference. Congratulations, Bill!

Since we last met, we were officially notified of our full eight-year reaccreditation by the Middle States Commission on Higher Education. There are no required follow-up reports, and the College received multiple commendations from Middle States. We celebrate how everyone in our College community came together to realize this wonderful outcome, so congratulations to all of us!

We were also notified recently of the approval by Middle States of our Substantive Change request to offer full degree programs at our new Secaucus Site.

And we further celebrate the full reaccreditation of our Culinary Arts Institute by the American Culinary Federation Educational Foundation, including new program accreditations in baking and pastry. These new accreditations bring the total number of HCCC accredited programs to eight. Additional program accreditation applications are under consideration in medical assisting, business administration, engineering, and our early college program. We congratulate, and thank, Associate Dean Paul Dillon, Marissa Lontoc and other Culinary Arts faculty and staff, and Heather DeVries, for their leadership.

We continue to engage the College community around our shared vision for continuous improvement in the areas of diversity, equity, and inclusion. Recently I shared with you a draft statement pertaining to the College's commitment to DEI, and the composition and charges for our new President's Advisory Council on DEI. I thank Vice Chair Bakari Lee for his suggestions related to the document and his input during several previous meetings about this work.

The draft DEI document has been discussed to date in our President's Executive Council, with officers and representatives of our All College Council, the director and staff of our Educational Opportunity Fund, and soon it will be discussed in a Town Hall Meeting, at College Service Day, and the first meeting of our All College Council on August 28. The new DEI Advisory Council will provide leadership and support for ongoing engagement, discussion, and professional development throughout our College community, the development of a Strategic Plan for DEI, annual action plans, and the continuing assessment and refinement of our collective efforts.

I'm pleased to share that our Student Center renovation project is progressing very well and is now on schedule for completion at the end of this calendar year.

The project to replace the North Hudson Campus roof has been delayed by late receipt of permits that is beyond our control, but construction is now about to begin. The good news is that we are beginning construction and will have a new roof that should solve perennial leakage problems at our North Hudson Campus. The bad news is that the slow start means that construction will continue through the month of September and into the new academic year. I thank Dr. Friedman, North Hudson Campus Executive Director Yeurys Pujols, Executive Director of Engineering and Operations Ilya Ashmyan, and all of our colleagues at the North Hudson Campus for their continued leadership, cooperation and understanding.

We are making good progress in our work with iFactory to completely redesign our website with the latest technology. We are having regular meetings and are currently reviewing content throughout the site. Recently we were delighted to receive an anonymous and very timely gift of \$155,000 in support of this project. I thank Vice President for External Relations and Special Counsel to the President, Dr. Nicholas Chiaravalloti, for his strong efforts to bring this gift to fruition.

I'm also pleased to share that, subject to your approval this evening, we have retained a new Digital Marketing Manager. Andres Valencia possesses superior skills in the areas of videography and the use of social media in marketing.

I'm delighted to share that we have submitted a \$3 million, five-year, Title V grant application for Hispanic Serving Institutions. If funded, the grant will support the continued development of our "Guided Pathways" work. We expect to receive notification of the outcome of this grant application in September. Kudos to Yeurys Pujols, Nicholas Chiaravalloti, Sean Kerwick and Nydia James in our grants office, Chris Wahl, and other academic colleagues, for their leadership.

We are looking forward to the first campus visit of our *Achieving the Dream* Leadership Coach, Dr. Mary Fifield, and Data Coach, Dr. Rene Garcia. They will be here August 27 and 28 and will engage with faculty, staff and students on both campuses. They will also participate in our College Service Day on August 28. Our HCCC *Achieving the Dream* Steering Committee is comprised of about 30 faculty, staff, and students, and is co-chaired by Associate Dean of Student Success, Dr. Sheila Dynan, and Assistant Dean of Curriculum and Academic Assessment, Heather DeVries.

I have asked Heather to provide a brief update on our student success agenda and our early engagement with *Achieving the Dream*, after which I'll return with some concluding remarks.

Heather DeVries offered remarks.

HCCC became an Achieving the Dream member college last January after Dr. Karen Stout visited campus and an overwhelming majority of survey respondents voted in favor of HCCC joining ATD. Our hope is that ATD will provide a framework through which we can organize our various student success initiatives.

Since joining ATD, twelve faculty and staff attended ATD's flagship DREAM conference last February in Long Beach, California, where we learned about ATD's commitment to helping colleges build capacity in service of breaking down barriers to student success. We also had an opportunity to meet our Leadership and Data Coaches, Dr. Mary Fifield and Dr. Rene Garcia, respectively. Mary and Rene bring a wealth of experience to HCCC. Collectively, Mary and Rene bring to the table over fifty years of experience working with deeply urban community colleges and their students.

In June, eight Dream Team Members attended *Achieving the Dream's* College Kickoff Institute for New Member Colleges in Phoenix, Arizona, where we engaged in four working sessions with Mary and Rene. In these working sessions, we reviewed data that we had provided ahead of Kickoff, particularly around the metrics of:

- **Early momentum** – Are students engaging with the college and starting off strongly?
- **Early engagement** – Are students engaging early and successfully?
- **Persistence** – Are students getting on and staying on pathways and building additional momentum in the first year?
- **Completion** – Are students completing a credential?

Going forward, we will disaggregate the data and deconstruct these student success metrics along different demographic segments in order to most clearly see where there are opportunity gaps.

Since returning from the Kickoff Institute, we have been reviewing our own data. A big thank you to John Scanlon. Our immediate priorities are to create a data-rich environment and build data literacy; and engage the HCCC community. Five students are members of the Dream Team.

Drs. Fifield and Garcia will make their first of three visits to HCCC this year at the end of this month. This visit will offer several opportunities for engagement with the college community. They will meet with more specialized groups like the Dream Team and the PEC. There will also be two Town Hall Meetings in which the HCCC community will be able to ask questions and provide Mary and Rene with information about HCCC. Year 1 is a planning year in which we will continue to dive into student success metrics – focusing on where there are opportunity gaps (equity gaps), and where there are success stories to be studied and adopted.

We will submit an action plan in June 2020 that will then inform our work in Years 2 and 3.

President Reber resumed his remarks.

Thank you, Heather.

I'm pleased to share that we are making good progress with enrollment at our new site at the Frank Gargiulo Campus of the Hudson County Schools of Technology in Secaucus under the leadership of Executive Director Chris Conzen and with the support of his team that is now in place there; and, of course, with the support of our partners at the High Tech High School. 23 students have enrolled so far in our first evening credit course offerings to the community at the Secaucus Site, and this number is growing with six weeks to go before the start of classes there. Our "Early College" enrollment of High Tech High School students in Secaucus is also moving ahead in full force. We are planning a ribbon cutting event with HCCC and Schools of Technology faculty, staff, and students, Chairman Netchert, County Executive DeGise, and others in early September.

Yesterday we interviewed the first of five finalists for our new Vice President for Advancement and Communications position. The remaining four candidates will interview next week. The candidates are spending a full day on campus, meeting with all College constituencies and our HCCC Foundation Board.

This concludes my remarks. As always, I will be happy to entertain questions and/or comments.

Regular Monthly Reports and Recommendations

1. Minutes of the Regular Meeting of June 11, 2019 were approved.
2. Gifts, Grants, and Contracts Report

The College has received the following gift.

Title: Hudson County Community College Website Redesign Project

Agency: "Anonymous"

Purpose of Grant: The funds are designated to support the website redesign project.

College Administrators: HCCC Foundations and Grants Offices

Award Amount: \$155,200

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 Authorizing Award of Exterminating Services for Facilities Department for FY2020 to Bayonne Exterminating, of Bayonne, New Jersey, at a cost not to exceed \$30,000.00, was approved.
2. Resolution Approving Contract for Floor Mat Cleaning Services for FY2020 from Cintas, at a cost not to exceed \$34,000.00, was approved.
3. Resolution Authorizing Purchase of Kitchen Equipment Cleaning Services for Culinary Conference Center for FY 2020 from Commercial Kitchen Cleaning Inc. of Wayne, New Jersey, at a cost not to exceed \$19,770.00, was approved.

4. Resolution Authorizing Purchase of Ground Maintenance Services for Journal Square Campus for FY2020 from Hufnagel Design and Construction Group of North Bergen, New Jersey, at a cost not to exceed \$34,000.00, was approved.
5. Resolution Authorizing Award of Contract for Construction/Maintenance Supplies for FY2020 to Tsigonia Paint Sales of Jersey City, New Jersey, at a cost not to exceed \$34,000.00, was approved.
6. Resolution Authorizing Award of Contract for Facilities Department Supplies and Equipment for FY2020 to Grainger of Cranford, New Jersey, at a cost not to exceed \$60,000.00, was approved.
7. Resolution Authorizing Purchase of Generator Service Contract for Gabert Library, North Hudson Campus, and STEM Building for FY2020 from Aggressive Power Systems of Wall Township, New Jersey, at a cost not to exceed \$25,000.00, was approved.
8. Resolution Authorizing Award of Contract for Janitorial Supplies for FY2020 to Allen Paper & Supply Co. of Morristown, New Jersey, at a cost not to exceed \$34,000.00, was approved.
9. Resolution Authorizing Purchase for Pipe Re-Installation Services from Thermal Piping, Division of GBI Inc. of Wrightstown, New Jersey, at a cost not to exceed \$20,425.00, was approved.
10. Resolution Approving Negotiation for the Lease of Premises in the North Hudson Higher Education Center Condominium, was approved.
11. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement with GHA Technologies, Inc. of Phoenix, Arizona, at a cost not to exceed \$73,792.00, was approved.
12. Resolution Authorizing Purchase of Specialty Food Products for FY2020 from Baldor Specialty Foods Inc. of Bronx, New York, at a cost not to exceed \$60,000.00, was approved.
13. Resolution Authorizing Purchase of Seafood Products for Culinary Conference Center for FY2020 from Blue Ribbon Fish Co. Inc. of Bronx, New York, at a total cost not to exceed \$50,000.00, was approved.
14. Resolution Authorizing Purchase of Dairy Products for Culinary Conference Center for FY2020 from Dairyland USA Corporation of Bronx, New York, at a total cost not to exceed \$50,000.00, was approved.
15. Resolution Authorizing Purchase of Specialty Food Products for Culinary Conference Center for FY2020 from Driscoll Foods of Wayne, New Jersey, at a total cost not to exceed \$25,000.00, was approved.
16. Resolution Authorizing Purchase of Specialty Meat Products for Culinary Conference Center for FY2020 from Green Tree Packing Co. of Passaic, New Jersey, at a total cost not to exceed \$40,000.00, was approved.
17. Resolution Authorizing Purchase of Baking Equipment for Culinary Conference Center for FY2020 from Erika Record LLC of Clifton, New Jersey, at a total cost not to exceed \$26,885.00, was approved.

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18. Resolution Authorizing Purchase of Chiller/Freezer Equipment for Culinary Conference Center for FY2020 from Sam Tell Co. of Jersey City, New Jersey, at a total cost not to exceed \$28,816.00, was approved.
19. Resolution Approving Agreement between Hudson County Community College and Hoboken Charter School, effective Fall 2019, was approved.
20. Resolution to Establish and Revise Laboratory and Practicum Fees for the Associate in Science Degree Program in Radiography, effective Fall 2019, was approved.
21. Resolution Authorizing Proposed Fee for On-Line Biology Coursework Laboratory Kit, effective Fall 2019, was approved.
22. Resolution Authorizing Grant Funding for Supplies, Equipment, and Professional Development from Alpha Medical Equipment of Rochester, New York, at a cost not to exceed \$43,000.00, was approved.
23. Resolution Awarding Contract for Dental Insurance for the period of July 1, 2019, through June 30, 2021, to Delta Dental, was approved.
24. Resolution Authorizing Temporary Staffing for Office of Human Resources for FY2020 from Office Team-Robert Half of Jersey City, New Jersey, at a cost not to exceed \$80,000.00, was approved.
25. Resolution Authorizing Contract for Training and Professional Development from Salome Heyward & Associates of Sagamore Beach, Massachusetts, at a cost not to exceed \$48,750.00, was approved.
26. Resolution Authorizing Contract for Behavioral/Intervention Training to NCHERM Group, LLC of Berwyn, Pennsylvania, at a cost not to exceed \$25,000.00, was approved.
27. Resolution Authorizing Public Relations Support for FY2020 from Jones & Associates Communications, Inc. of Jersey City, New Jersey, for \$7,500 per month (\$90,000 annualized), was approved.

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

1. The resignations of a Human Resources Administrator, Financial Aid Assistant, Dean of Instruction, Assistant Controller, and PC Technician, were accepted.
2. Appointments were made for three Instructors of English.
3. Staff were appointed to the following full-time positions: Student Success Coach; Administrative Assistant; Executive Administrative Assistant, Finance; Programming Coordinator; Safety & Security Coordinator; Career Coach; College Lecturer/Clinical Specialist, Medical Surgical Nursing; Evening, Weekend, Off-site Programs Coordinator; Associate Director of Counseling and Wellness; Business Developer; Librarian; Digital Services Marketing Manager.

4. Appointments were made to the following Temporary Full-time Assignments Effective Until December 23, 2019: Instructor, ESL; CCOG Retention Counselors (2); CCOG Enrollment Services Assistant; Exercise Science/Personal Fitness Instructor; Instructors, ESL (2); Interim Associate Dean of English & ESL; Research Analyst, Institutional Research; Interim Dean of Instruction; Communications Assistant.
5. Modifications of Staffing Table for FY2020 Effective August 14, 2019, were approved.
6. Appointment of New and Continuing Part-time Hires Effective August 14, 2019 through August 13, 2020, were approved.
7. Appointment of New Hire Adjuncts for Fall 2019, were approved.
8. Resolution Authorizing Consultant Services for Reviewing the Proposed Bachelor in Applied Science in Culinary Arts Program to Michael Carmel, Department Head, Culinary Institute of Charleston at Trident Technical College, at a cost not to exceed \$2,975.00, was approved.
9. Resolution Authorizing Consultant Services for Reviewing the Proposed Liberal Arts Interdisciplinary Program to Naomi Stubbs, Associate Professor, LaGuardia Community College, City University of New York, at a cost not to exceed \$2,000.00, was approved.
10. Resolution Authorizing the Award of Event and Program Coordination Consultant Services for the Division of Continuing Education and Workforce Development to Lauren Cusolito, at a cost not to exceed \$12,750.00, was approved.
11. Resolution Authorizing the Award of Title VI – Picking Up the Pace Grant to Elizabeth Nesius, HCCC Associate Dean of English and ESL, at a cost not to exceed \$5,000.00, was approved.
12. Resolution Authorizing an Update of the Hudson County Community College Non-Discrimination/Anti-Harassment Policy, was approved.

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

1. Proposal to Establish Fee for Online Coursework in Biology, was approved.
2. Proposal to Establish or Revise Laboratory and Practicum Fees for the Associate in Science Program in Radiography, was approved.
3. Proposed Agreement between Hudson County Community College Early College Program and Hoboken Charter School to offer HCCC Credit Courses to Hoboken Charter School Students, was approved.
4. Proposed Service Animal Policy, was approved.

Chairman Netchert made the following statement during **new business**.

Thank you, President Reber, for congratulating me as the recipient of the ACCT 2019 Northeast Region M.

Dale Ensign Trustee Leadership Award. Those of you who know me, know that I do not look for recognition in receiving awards; but if it brings attention to us here at the Community college, all the good things that are happening here, then I'll gladly and proudly accept it. I think that we are doing a great job. The world is starting to find out how well we are doing and that is a good thing.

The **meeting was adjourned** at 5:25 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.