

**Summary of Proceedings  
Meeting of the Board of Trustees  
Tuesday, August 13, 2024  
5:00 p.m., Mary T. Norton Board Room and via Zoom**

**Trustees Present:** Edward DeFazio (Secretary/Treasurer); Sally Elwir (Student Alumni Representative); Frank Gargiulo; Stacy Gemma; Roberta Kenny; Vincent Lombardo; Jeanette Peña (Chair); Christopher Reber; Silvia Rodriguez; and Harold Stahl.

**Trustees Absent:** Joseph Doria and Pamela Gardner (Vice Chair).

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

**Report:**

**1. All College Council Chair's Report**

*All College Council Chair, Dr. Christopher Cody, offered the following report.*

Good evening, Trustees. It's great to see you all as we prepare for the start of the fall 2024 semester!

I hope the summer months have been restorative and reflective for all. Many members of the All College Council (ACC) took time away from the beach and other summer activities to attend the President's Advisory Council on Diversity, Equity, and Inclusion (PACDEI) retreat with guest speaker Professor Loretta Ross and had the opportunity to interact and reengage. Thank you to Dr. Reber, Dr. Pujols, Professor Raffi Manjikian, and Diana Galvez for planning and hosting this great event!

Subsequently, two weeks after the PACDEI retreat, we had the honor of hosting the ACC retreat here at Hudson. On August 8, the ACC executive board, committee chairs, committee members, executive officers of the College, and students came together to discuss our mission and vision for the future. We reviewed the previous year's accomplishments, set goals for the coming months and semesters, and brainstormed new initiatives. I'd like to thank everyone who attended and contributed!

I'd like to announce several upcoming events happening this fall semester. First, College Service Day will be held on August 21, Convocation on August 27, and the first day of the fall semester will be August 28. We hope these upcoming events help encourage our students and colleagues to have a successful semester.

Next, the North Hudson Campus (NHC) will be hosting an in-service event that will be held on September 19, 2024, from 12:30 p.m. - 4:30 p.m. in the NHC Multi-Purpose Room. Finally, on Sunday, October 20 at 10:00 a.m., the Out of Darkness suicide prevention walk will be held in Hoboken. The event helps raise awareness and funding while sending a strong message that suicide can be prevented and that no one is alone. Please mark your calendars.

Now, onto our ACC committee reports:

- The Academic Senate has made significant progress in working through the Incomplete Policy, and we hope that the project can conclude this semester. Additionally, we are hopeful to move forward with and open new conversations regarding a universal grading scale and plan to start a project involving all instructors inputting grades into Canvas regardless of the teaching modality.
- The Student Affairs Committee has concluded a very successful semester. As you may recall from the last board meeting, the updated Lactation Policy for our student parent population was unanimously approved. We'd like to thank the outgoing chair, Katherine Morales, and welcome the incoming chair, Ariana Calle. This upcoming semester, under Ariana's leadership, the committee will look into new ways to support our continuing education students.
- The Development and Planning Committee will build upon last semester's success by continuing to raise awareness of the importance of giving back to HCCC. Anita Belle, who chairs this committee, reports that the group is in the process of creating visual infographics to demonstrate the effectiveness of small donations on a large scale. Additionally, the committee plans to hold scholarship application events in the future.
- The College Life Committee will resume its leadership of Steps for Wellness and the End of Semester Holiday Party. In addition, committee members Dr. Benny Yusef and Paula JnoVille proposed spearheading TedTalk-like seminars to enrich the College's intellectually engaged atmosphere. They also hope to give attention to employee wellness initiatives.
- The Technology Committee will return in a few weeks to find our community an effective wayfinding technology to navigate our campuses. The committee also has proposed taking up the issue of potentially creating a webpage on which HCCC community members can find all the apps used throughout the College.
- The Space and Facilities Committee reports that the new mural painting on the STEM Building is nearing completion. The committee will continue to work closely with Ilya Ashmyan and his team as the Center for Student Success and other construction projects proceed around us.

That concludes my report. I wish all our students a successful start to the new semester!

I'd also like to thank everyone who made this report possible, including ACC Vice Chair Raffi Manjikian, ACC Secretary Sarah Teichman, all the ACC committee members, President Reber, Cabinet, and the trustees. I look forward to providing more updates in September.

### ***President's Report***

*President Reber offered the following report.*

Good evening, Trustees.

Before I begin, I ask you to join me in a moment of silence for victims of war and violence in the Middle East, Ukraine, Africa, and throughout the world.

### ***Moment of Silence***

Thank you.

We condemn violence and hatred of all kinds, including antisemitism and Islamophobia. We support one another in times of difficulty and strive to be a community that is respectful of – and safe for – everyone.

Dr. Cody, thanks for your report.

We look forward to another substantive and productive year for the All College Council. We thank you, Raffi Manjikian, and Sarah Teichman for your continued stellar leadership of our shared governance organization. It is a pleasure working with you and your colleagues, and we appreciate everything you do for Hudson County Community College!

Trustees, our College community is abuzz with planning, meetings, and excitement as we prepare for the start of our new academic year in just two weeks.

As I have mentioned in several Green Memos, our entire college community will participate in College Service Day on Wednesday, August 21. This year's theme is "Empowering Faculty: A Day of Academic Challenge, Learning, and Reflection."

The day will include workshops and discussions on topics of great importance to our college family in the coming year and beyond, and will celebrate everyone's contributions to our students and our mission. We are expecting over 250 faculty and staff to participate in this annual opening event in the life of the College.

On the following Tuesday, August 27, we will celebrate New Student Convocation, which was reimagined last year – following the advice of our All College Council – to focus on students, and, particularly, incoming new students. Convocation is designed to inspire students to strive for success and help them feel an immediate connection to the HCCC family. This year's Convocation keynote will be offered by Darryl Bellamy, a motivational speaker and founder of "First Year Fearless."

Immediately preceding Convocation will be meetings of students, faculty, and staff in each of our academic schools. The day will conclude with an outdoor lunch and student information fair in the Culinary Plaza Park.

These important events are the outcome of the efforts of our entire Hudson County Community College family. We especially thank Vice President for Academic Affairs Dr. Darryl Jones, and all members of the planning committees, for their leadership.

This evening, I have invited Associate Vice President for Information Technology Services and Chief Information Officer Patricia Clay to speak with us about our ongoing cybersecurity planning and oversight, including risk management and continuous improvement initiatives.

Joining Trisha is Christopher Yula, Vice President of CyberSecOps. Trisha and Christopher, thank you for speaking this evening about this important topic.

*Patricia Clay presented on [Cybersecurity and Privacy Program Overview](#).*

I'm Patricia (Trisha) Clay, the Associate Vice President and Chief Information Officer. I'm here to share with you our annual cybersecurity update. But, first, I'd like to introduce you to our partner, Christopher Yula, CyberSecOps Vice President of Sales and Strategy. Christopher and his colleagues provide us with virtual cybersecurity services.

*Christopher Yula made remarks.*

Thank you very much for having me, and I'm sorry that I'm remote. My schedule didn't allow me to be there in person.

CyberSecOps has been focused on security since 2001. We converted to the name CyberSecOps about six years ago and continued with all the excellent work we had set as a foundation. We're a complete security consulting company. We help organizations within higher education, healthcare, and

financial services understand the world of security and its impact on any organization, especially in higher education. One of the things we focus on is trying to help an organization understand the inherent risks that are out there. Things like AI and automation worried some until ChatGPT came out of nowhere and took over the world. But we have been focused on that area and helping organizations, including HCCC, prepare for those kinds of realities, and, as was said, those can be used as a weapon and defensive mechanism.

We have a pool of people working with HCCC, led by our CSO, Michael Sidari, who is directly in touch with Trisha, and, in tandem, they're doing a phenomenal job for the institution. The College understands its current system, threats and opportunities, what the risks are, what the path and journey should be, and how we can help continue to mitigate any oncoming risks in the future. We appreciate the partnership and are here to do all we can to help the organization. We want the College and its staff, faculty, and students to stay as secure as possible.

*Trisha Clay resumed her remarks.*

Thank you, Chris.

While we're required by regulation to fulfill certain obligations, we seek to feel safe at home, as Hudson is Home to our students, by ensuring their security and privacy. Our goal remains to go beyond just checking boxes, and provide the best security we can with the resources at our disposal.

First, a bit about what a cybersecurity program is. Cybersecurity programs include policy and technical controls needed to mitigate risks of incidents arising from networks and connected technology. Why do we have a cybersecurity program? It's to prevent incidents such as the unfortunate ransomware attack that affected our partner, NJCU. They're still recovering three months after the attack. The threat actor was able to infiltrate and delete some of their backups. CyberSecOps is here to help us prevent incidents like this and make it harder for attackers to succeed.

As a result, Educause has listed cybersecurity as a key factor for institutional resilience and success. Our doors are open here, and much of our business is online. Our students are online or hybrid. They come in through the door or cyberspace. Therefore, we need to keep them protected.

Often, data breaches go undetected for months, and, in most cases, the initial incident begins with social engineering. They trick us like the breaches of the Democratic National Committee in 2016, which was a phishing incident. There's been a phishing incident against the government of Germany. Recently, we heard about another presidential campaign. It starts with a phishing email. We think it's the real person, and we react to it. The bonus side of this is that it helps make these attacks preventable.

Cybersecurity is a journey, not a destination – much like education, it is constantly evolving. In Information Technology Services (ITS), bad actors only need to be right once, while we have to be right every time to prevent breaches, so we're constantly working to stay ahead.

Our approach at HCCC, supported by our dedicated ITS team and the talented professionals at CyberSecOps, moves forward from looking at technical security controls in enterprise security to more strategic goals of focusing on privacy and ITS risk management. We are leveraging tools like Stellar Cyber, Apptega, Spy Cloud, SamePage, Ninjio, Knewbe4, and others to give an overview of our preventive technologies, activities, and progress reviews. These tools play a critical role in improving and enhancing our security posture and outcomes, including reviews, testing, and scanning dark web analysis, which help us understand our current posture.

We conduct phishing tests, host security awareness activities and provide training to keep our staff and faculty prepared. We use governance, risk, and compliance systems to monitor our progress on the policies, plans, and technical controls. The CyberSecOps security team and incident responders are available to help us and address issues that arise.

Since most incidents stem from human error, it's crucial to review and emphasize our security awareness, training, and continued progress on security plans. The training is continuous, and we verify our progress monthly. People are clearly engaging with the training, as we often receive responses like, "Sorry, I'm on vacation, but I'll do the training when I get back." The risk assessment gives us results, and then we react to those results and make technical and policy changes as necessary. The policies and plans are required by regulation and sound IT practice. We verify that our practices follow the industry standards to keep us as secure as possible.

The benefits of having proper policies include ensuring the confidentiality, integrity, and availability of data; helping to ensure that vulnerabilities are remediated quickly; ensuring the proper responsibilities, resources, plans, and programs are in place for cybersecurity; preventing inappropriate, insecure, and unauthorized access and use of HCCC resources; helping to reduce successful phishing attempts; ensuring network, systems, and application changes are secure and do not cause problems; ensuring data are secure and protected at rest, in transit, and in use; ensuring a proper and rapid response to incidents that help keep us safe, secure, and in reliable operation.

Incident response is key to reacting to any suspected security threats. We have the processes and tools in place to react appropriately, and it's important to mention perceived incidents. We've had incidents where a touch screen went haywire, and the user thought their screen was being controlled, but it was just a technical failure. The analysis, reacting to it, and following up with the incident response plan keep us all safe, secure, and in a structured and protective environment.

The Gramm-Leach-Bliley Act (GLBA) is another important reason for our focus on plans and technical controls under the Federal Trade Commission (FTC). This goes back to 1999, but, now, the FTC considers institutions that administer financial aid to be financial institutions. Since we administer financial aid, they consider us like a bank. However, we're not a bank, but that's the way the regulation has progressed. This requires us to keep student information secure by enacting specific security controls that were not previously in place.

Despite these challenges, we have made tremendous progress in meeting the GLBA requirements in just one year and will continue to do so. We have long been conducting internal vulnerability scans, external penetration testing, and incident response, and we will continue to do so. Moving forward, we will also focus on data security, cyber defense, and security assessments. IT risk management and privacy are already underway.

I often say that paying attention to privacy leads to better security. Data that we don't collect are data we don't have to protect. If there is information about students that we don't need, we simply don't collect it. Providing students and employees with choices about their data is a proper thing to do. However, we must also balance that with the institutions' governmental needs and contractual obligations. Vendor risk management is also a key focus of the United States Department of Education. It's often discussed in Higher Ed as a whole and the FTC with GLBA. The data are ours to protect, regardless of what vendors are involved, and we have all the required individual pieces covered. We will continue to evaluate our vendors' cybersecurity and compliance practices as they can directly impact HCCC's security, minimizing HCCC's exposure to preventable risks while performing due diligence on each critical and high-risk vendor. We will refine the risk management program over the coming year to be more proactive.

Our current and future activities are aimed at providing the best protection against the most prevalent threats. We prioritize training, phishing testing, and monitoring. With all those areas covered, we begin to look at web security, managed security operations center services, improved computer protection, and secure browsers, all while we continue to improve in existing areas. In turn, we protect the environmental readiness, which we can control while trying to prevent human error as much as possible.

That's the year in review and our future. Thank you very much. I hope you remember that cybersecurity is a journey, not a destination. Thank you for your time tonight.

*President Reber resumed his remarks.*

Trisha, we thank you and your team for your strong leadership and proactive measures to ensure the ongoing security of our technology and systems.

Trustees, Hudson is Home!

This concludes my report.

### **Regular Monthly Reports and Recommendations**

- 1. The Minutes of the Regular Meetings of June 18, 2024 were approved.**
- 2. Gifts, Grants, and Contracts Report**

*Hudson County Community College has received the following grant:*

**Title:** National Voter Registration Day

**Agency:** National Voter Registration Day

**Purpose of Grant:** To Conduct National Voter Registration Day Activities at HCCC

**College Administrator:** Jamilah Moudiab, Yeurys Pujols

**College Contribution:** \$0

**Award Amount:** \$2,700

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 Change Order No. 1 to the Contract for 119 Newkirk Street Demolition for Parking Stackers to be funded through Chapter 12 at a cost not to exceed \$1,373,182, was approved.
2. Resolution Approving Change Order No. 1 to the Contract for Architectural and Engineering Services for HVAC Upgrades and Replacements at the Culinary Conference Center to be funded through Chapter 12 at a cost not to exceed \$157,300, was approved.
3. Resolution Approving Architectural and Engineering Services On-Call List to be awarded to all proposers was approved.
4. Resolution Authorizing Award of Contract for Ground Maintenance Services at the Journal Square and North Hudson campuses to be funded from the operating budget at a cost not to exceed \$29,225, was approved.

5. Resolution Rejecting Bid for HVAC Repairs and Installation was approved.
6. Resolution Authorizing Purchase of Online Technology Training Certificate Programs to be funded from the operating budget at a cost not to exceed \$100,000, was approved.
7. Resolution Authorizing Purchase of Accuplacer Exams to be funded from the operating budget at a cost not to exceed \$2.05 per unit, was approved.
8. Resolution Authorizing Purchase of Computers, Laptops, and Docking Stations to be funded from the operating budget at a cost not to exceed \$472,998, was approved.
9. Resolution Authorizing Purchase of Monitors to be funded from the operating budget at a cost not to exceed \$46,872, was approved.
10. Resolution Authorizing Renewal of Smart Net Maintenance and Technical Support to be funded from the operating budget at a cost not to exceed \$233,951, was approved.
11. Resolution Authorizing Renewal of Information Security Program to be funded from the operating budget at a cost not to exceed \$136,770, was approved.
12. Resolution Authorizing Renewal of Citrix Virtual Apps and Desktop Software License to be funded from the operating budget at a cost not to exceed \$221,363, was approved.
13. Resolution Authorizing Renewal of Adobe License for Faculty and Staff to be funded from the operating budget at a cost not to exceed \$31,232, was approved.
14. Resolution Authorizing Renewal of Security and Phishing Training and Security Platform to be funded from the operating budget at a cost not to exceed \$42,328, was approved.
15. Resolution Authorizing Renewal of College-Wide Telephone System Services to be funded from the operating budget at a cost not to exceed the rates set forth in the State Contract, was approved.
16. Resolution Authorizing Renewal of Texting Platform for Enrollment Services to be funded from the operating budget at a cost not to exceed \$74,374, was approved.
17. Resolution Authorizing Renewal of Staff and Faculty Monthly Parking at 511-523 52nd Street, West New York, NJ, with the Town of West New York to be funded from the operating budget at a cost not to exceed \$183,200, was approved.
18. Resolution Authorizing Renewal of Contract with WW Grainger for Supplies and Equipment to be funded from the operating budget at a cost not to exceed \$85,000, was approved.
19. Resolution Authorizing Renewal of a Subscription Service for Gabert Library to be funded from the operating budget at a cost not to exceed \$108,111, was approved.
20. Resolution Authorizing Renewal of Achieving the Dream Contract to be funded from the operating budget at a cost not to exceed \$60,500, was approved.
21. Resolution Authorizing Payment of Food Equipment Repair Services to be funded from the operating budget at a cost not to exceed \$95,815, was approved.
22. Resolution Authorizing Renewal of Purchasing Bid Threshold for Fiscal Year 2025 was approved.

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

*Summary of Proceedings of the Board of Trustees Meeting  
August 13, 2024*

1. The resignations of a Mental Health Counselor; two Au-Pair Coordinators; a Director, Continuing Education and Workforce Development; and an Associate Director, Diversity, Equity and Inclusion were accepted.
2. Appointments of Full-time Staff were approved.
3. Appointments of Temporary Full-time Faculty were approved.
4. Appointments of Temporary Full-time Staff were approved.
5. Authorizations of Part-time Staff through August 2025, as needed, were approved.
6. Appointments of New Hire Adjunct Instructors were approved.
7. The following Modifications to the Staffing Table were approved:

***Accounting and Finance***

<b><i>Current Approved Title</i></b>	<b><i>New Title/Classification</i></b>	<b><i>Incumbent</i></b>	<b><i>Current Salary Grade</i></b>	<b><i>New Salary Grade</i></b>	<b><i>Current Salary</i></b>	<b><i>New Salary</i></b>	<b><i>Effective Date</i></b>
Accountant	Associate Director, Accounts Payable	Quintessence Jones	113	115	\$ 66,950.00	\$ 72,000.00	August 16, 2024
Accountant	Senior Accountant	Nicole Sanchez	113	117	\$ 60,409.50	\$ 70,291.36	August 16, 2024

***Career and Transfer Pathways***

<b><i>Current Approved Title</i></b>	<b><i>New Title/Classification</i></b>	<b><i>Incumbent</i></b>	<b><i>Current Salary Grade</i></b>	<b><i>New Salary Grade</i></b>	<b><i>Current Salary</i></b>	<b><i>New Salary</i></b>	<b><i>Effective Date</i></b>
N/A	Associate Director, Career and Transfer Pathways	N/A	N/A	115	N/A	N/A	August 16, 2024
N/A	Senior Assistant Director, Career and Transfer (Grant-funded)	N/A	N/A	114	N/A	N/A	August 16, 2024
N/A	Career and Transfer Specialist (Grant-funded, Two Positions)	N/A	N/A	110	N/A	N/A	August 16, 2024
Transfer Coordinator	Career and Transfer Coach	Rimsha Bazaid	109	110	\$ 50,963.88	\$ 52,903.89	August 16, 2024
Career Coach	Career and Transfer Coach	Diana Sanchez	109	110	\$ 48,903.25	\$ 52,903.25	August 16, 2024
Perkins Equity Coordinator (Grant-funded)	Career and Transfer Specialist (Grant-funded)	Connie Silletti-Cafaro	109	110	\$ 54,548.92	\$ 58,548.92	August 16, 2024
Career Coach (Grant-funded)	Career and Transfer Specialist (Grant-funded)	Imane Zehaf	109	110	\$ 49,172.27	\$ 53,172.72	August 16, 2024



**Communications and Web Management**

<b>Current Approved Title</b>	<b>New Title/Classification</b>	<b>Incumbent</b>	<b>Current Salary Grade</b>	<b>New Salary Grade</b>	<b>Current Salary</b>	<b>New Salary</b>	<b>Effective Date</b>
Social Media Coordinator	Assistant Director	Jessica Brito	109	113	\$ 61,098.73	\$ 68,907.27	August 16, 2024
Director, Communications	Assistant Vice President	Jennifer Christopher	119	120	\$111,901.74	\$ 123,901.74	August 16, 2024
Manager of Web and Portal Services	Associate Director, Web and Portal Services	Kristofer Fontanez	113	115	\$ 58,223.02	\$ 67,500.00	August 16, 2024
Web Developer (Part-time)	Web Developer	Jay Singh	N/A	111	N/A	\$ 51,821.74	August 16, 2024

**Institutional Research**

<b>Current Approved Title</b>	<b>New Title/Classification</b>	<b>Incumbent</b>	<b>Current Salary Grade</b>	<b>New Salary Grade</b>	<b>Current Salary</b>	<b>New Salary</b>	<b>Effective Date</b>
Assistant Director, Institutional Research	Director, Institutional Research	Aycha Edwards	113	117	\$ 66,396.23	\$ 78,512.94	August 16, 2024
Assistant Vice President, Institutional Research	Associate Vice President, Institutional Research	John Urgola	122	124	\$ 103,000.00	\$ 125,000.00	July 1, 2024
N/A	Assistant Director, Institutional Research	N/A	N/A	113	N/A	N/A	August 16, 2024
N/A	Data and Reporting Coordinator, Institutional Research	N/A	N/A	112	N/A	N/A	August 16, 2024

8. Resolution Authorizing Temporary Agreement Between Hudson County Community College (HCCC) and the Professional Association for the Development of Zero-Cost Course Materials and Open Educational Resources was passed.
9. Resolution Approving Financial Bonus Compensation to Christopher M. Reber, HCCC President, in Recognition of His Exemplary Leadership and Performance During the 2023- 24 Fiscal Year (Approved by Board Executive Committee) was passed.

The following actions were taken regarding **Academic and Student Affairs Recommendations** brought forward by the Administration and endorsed by the Academic and Student Affairs Committee.

1. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Paterson Public Schools (PPS) was approved.

2. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Hackensack Radiology Group was approved.
3. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and St. Thomas Aquinas College (STAC) for Academic Pathways in Accounting was approved.
4. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and New York University (NYU) was approved.
5. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Fairleigh Dickinson University (FDU) was approved.
6. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and Equus Workforce Solutions was approved.
7. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Bergen County Job Center (BCJC) was approved.
8. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Pacific Northwest National Laboratories (PNNL) was approved.
9. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Cassandra Consultants, LLC was approved.
10. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and LiUNA, New Jersey Construction Craft Laborers' Apprenticeship Program (LiUNA NJCCLAP) was approved.

There was no **New Business**.

The **meeting was adjourned** at 5:33 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.