

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, September 8, 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.

New candidates have been appointed to the SGA Executive Board for academic year 2020-21. Invitations will be distributed for the virtual swearing in ceremony.

Since the Coronavirus pandemic, the role of the SGA President has expanded dramatically. Discussions will continue about whether to share the responsibilities by dividing the President's role into Co-Presidents.

Student Government training specific to each Executive Board member will be provided.

Warren Rigby's term as SGA President ends October 1, 2020

2. *All College Council President's Report*

All College Council President Lauren Drew offered the following report.

The ACC held its first virtual meeting of the year on College Service Day, and we had a strong turnout. Thank you to everyone who helped plan the day's schedule, and a special thanks to Lilisa Williams, who helped facilitate our WebEx meeting.

The ACC Standing Committees began meeting last week and have set their major agenda items for the semester. Here is what they are planning to work on.

Over the summer, the Academic Affairs committee members helped to put together a COVID-19 syllabus statement for students taking on-ground classes. They are now reviewing a DEI statement for the syllabi and are hoping to present a draft in October. The committee will also be taking another look at the Classroom Recording Policy and evaluating how well it covers ITV and remote teaching. They will also be re-examining attendance policies in the context of new teaching modalities, as well as policies on Directed Self-Placement (DSP).

The Technology Committee will be focusing its efforts on making sure those who need technology are able to access it. They would like to build upon the Chromebook and laptop borrowing programs that currently exist to make sure that the appropriate technology resources can get into the hands of those who need them. They also will be evaluating how well various new classroom technology setups have worked.

The Student Affairs Committee will be revisiting the Childcare Task Force work, reviewing what has already been done, and taking into account the current situation. They are also discussing a possible student survey mid-semester to examine any possible roadblocks or struggles that have emerged in the given environment.

The Space and Facilities Committee will be circling back to initiatives that were paused in the spring, such as the vaping and smoking policy, and phase two of the recycling program, which involves education for the college community. Currently, the recycling program is on hold, and garbage cans are provided in rooms that are being used.

The Development and Planning Committee will be working on awarding the Johanna van Gendt Scholarship, in addition to considering opportunities to honor other members of the community with memorial scholarships. The committee also hopes to develop innovative ideas for virtual fundraising and strengthening connections to alumni.

The College Life Committee will be continuing to work with HR on initiatives such as Steps to Wellness and the New Employee Orientation; with the Center for Teaching, Learning, and Innovation and with the Office of Faculty and Staff Development on Toastmasters and ACUE; and with IT on Technology Training. They are also looking into the possibility of a virtual Paint & Sip event.

3. *President's Report*

President Reber offered the following remarks.

Good evening, Trustees, colleagues and guests.

As we approach the 19th anniversary of 9-11, a day in 2001 that changed our world and will never be forgotten, I ask you to join me in a moment of silence for all of the victims of that horrific event, including family members, first responders, and so many others in our regional, national and global communities.

Moment of Silence

Thank you.

It is wonderful to see you! Warren and Lauren, thank you for your remarks and for all you do for Hudson County Community College.

Last week, we began our new academic year, and we are off to a strong beginning in a time of enormous challenge. On August 28, nearly 300 faculty, staff and students attended College Service Day, our full day of professional development activities that we offer at the beginning of each new academic year. It was a particular honor for me to offer this year's State of the College address, which provided an opportunity to thank so many individuals and groups for their caring, collaborative, and often heroic work during the pandemic and beyond. This evening, I would like to share a few comments that I made at College Service Day.

All of us continue to contemplate how we might anticipate and navigate a "new normal." All members of our College community have been through a lot together, and I have been inspired every day by the caring and selfless acts of kindness by so many students, faculty, staff, Trustees, Foundation Directors and others. Throughout the pandemic, we have supported one another every step of the way. Together, we have never lost sight of our overarching goals, and our guiding principles of safety and student success. Working as one community in more ways than ever, we have stayed on top of rapidly changing and concerning dynamics, and, as a result, we have begun our new year in the best possible way. Together, we have achieved a host of notable outcomes.

For the fall semester, we are offering a mix of remote and on-ground courses and services. This is a balanced approach that students need, including the opportunity for all students to maintain academic progress and stay on course to achieve their academic goals.

Thanks to the leadership and approval of you, our Board of Trustees, we have supported our students financially. We have kept tuition level with no tuition and fee increases through at least next June. We have allocated millions of dollars in federal stimulus funds and money raised by our HCCC Foundation, through "Hudson Helps," to support our students with severe financial challenges to the fullest extent possible.

We have kept our food pantries open throughout the pandemic. Recently our volunteers in the food pantries began to provide HCCC community members with meals prepared by our faculty, staff and students in the Culinary Arts Institute.

We have purchased and delivered over 700 Chromebooks on loan to all students who have needed them in order to continue their studies online and remotely.

We have significantly exceeded recommendations of the Centers for Disease Control and other health agencies in our safety precautions, and have spent over \$3 million in federal stimulus funds for equipment and supplies to ensure that our campus is the safest possible environment for continued teaching, learning, and service.

Together, we have also achieved what is likely the most flexible possible range of supports, accommodations and outcomes for our employees. With the strong support of the County of Hudson, which increased the College's annual allocation of county appropriation funding by over 11%, or \$1.9 million for the coming year, we have held all employees harmless. We kept all full-time and part-time employees, including student employees, on the payroll throughout the pandemic.

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We have offered all employees the option to continue working remotely throughout the pandemic, and, continuing through this fall, if necessary, for health, family care or other reasons. Since March, and continuing through the fall semester, we have offered employees the opportunity to care for family members and children without using accumulated sick or vacation time.

Trustees, we take pride in our leadership within the community college sector, and all of higher education, for modeling high standards in all areas: safety protocols; support for students and their ability to maintain academic progress; advanced training for those teaching and learning online; and safety, support and flexibility for our employees. Collectively, these outcomes are truly extraordinary. We came together as one community – as a family – to achieve these outcomes and support one another. Trustees, thank you for your strong leadership and support during this time of great challenge, and at all times.

While we were working and studying remotely throughout the spring and summer, we learned a great deal that will help us as we gradually navigate toward a “new normal.” We have all grown in our understanding and use of technology in the delivery of our academic mission. We have learned new possibilities for removing barriers to student success and completion. We have learned how to reach and involve people who are not always able to participate in activities on the ground.

One of the many silver linings in our experience at this time of unprecedented challenge has been the phenomenal success of our Division of Continuing Education and Workforce Development, which continued its upward trajectory of program offerings and enrollment growth in a fully remote environment throughout the pandemic. I have invited HCCC’s Dean of Continuing Education and Workforce Development, Lori Margolin, to offer remarks this evening. Lori and her team continue to lead and support creative and entrepreneurial initiatives that are serving our community and our College exceedingly well.

I have asked Lori to comment upon the work of her team to develop and expand industry partnerships, promote employee development, and strengthen workforce pipelines to HCCC credit programs. After Lori speaks, I will return for some brief final remarks.

The following hyperlink, [Continuing Education and Workforce Development: Entrepreneurial Initiatives, \(9-8-20\)](#), contains the report provided by Lori Margolin.

President Reber resumed his remarks.

Trustees and colleagues, during the coming year I look forward to our continuing work together to serve our students and our community, and to realize our collective vision and aspirations for Hudson County Community College. As we begin a new year together – new in so many ways – we continue our mission-central work as a community and family that focuses on student success; on diversity, equity and inclusion; and on other related priorities and values.

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

Regular Monthly Reports and Recommendations

1. The Minutes of the Regular Meeting of August 11, 2020 were approved.

2. Gifts, Grants, and Contracts Report

The College has received the following grant award:

Title: Early College Bridge Program

Agency: PNC Foundation

Purpose of the Grant: The funds are designated to support the Early College Bridge Program.

College Administrator: HCCC Foundation and Grants Staff

College Contribution: \$0

Award Amount: \$11,000 for One year

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 Purchase of Interactive Projector Systems for Gabert Library Classrooms from Office Business Systems of Lincoln Park, New Jersey, to be funded by CARES Act Grant at a cost not to exceed \$24,132.00, was approved.
2. Resolution Authorizing Purchase of Water Remediation Services from Omega Environmental Services, Inc. of South Hackensack, New Jersey, to be funded by CARES Act Grant at a cost not to exceed \$61,000.00, was approved.
3. Resolution Authorizing Purchase of Water Sampling Services from Garden State Environmental of Little Falls, New Jersey, to be funded by CARES Act Grant at a cost not to exceed \$48,382.00, was approved.
4. Resolution Authorizing Purchase of Water Filters from Nephros of South Orange, New Jersey, to be funded by CARES Act Grant at a cost not to exceed \$30,400.00, was approved.
5. Resolution Authorizing Purchase of Portable Air Purifiers from Gil-Bar Industries of New York, New York, to be funded by CARES Act Grant at a cost not to exceed \$201,825.00, was approved.
6. Resolution Authorizing Purchase of Remote Help Desk Services from Ellucian Company, L.P. of Fairfax, Virginia, to be funded by CARES Act Grant at a cost not to exceed \$7,000.00 per month, was approved.
7. Resolution Authorizing Purchase of Laptops from CDW-G of Vernon Hills, Illinois, to be funded by CARES Act Grant at a cost not to exceed \$22,585.00, was approved.
8. Resolution Authorizing Purchase of Security Camera System for 20 Enos Parking Lot from Johnston Communications Voice and Data of Kearny, New Jersey, to be funded by CARES Act Grant at a cost not to exceed \$56,982.00, was approved.

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9. Resolution Authorizing Renewal of Software License from CDW-G of Vernon Hills, Illinois, at a cost not to exceed \$22,174.00, was approved.
10. Resolution Authorizing Renewal of Maintenance Services for Fire Alarms from Johnson Controls, Inc. of Rockaway, New Jersey, at a cost not to exceed \$46,748.00, was approved.
11. Resolution Rescinding Agreement for December 2020 Commencement at New Jersey Performing Arts Center 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 an Enrollment Support Assistant, and Assistant Director of Financial Aid, were approved.
2. Appointment of Temporary Full-time Faculty through Fall 2020 was approved.
3. Appointments of Part-time Staff through September 2021, as needed, were approved.
4. Appointments of New Hire Adjuncts were approved.
5. The following Modification to the Staffing Table was approved.

Current Approved Title	New Title/ Deleted Title (if applicable)	Incumbent (If applicable)	Salary Adjustment (If applicable)	Effective Date
College Lecturer (one position, unaffiliated)	Change Title: Clinical Site Coordinator, Nursing Program (position within the Academic Administrative Association)	No current incumbent	No current incumbent	September 9, 2020

6. Resolution on the Statement of Policy on Non-discrimination and Anti-Harassment was approved.
7. Resolution on the Statement of Policy on Sexual Harassment and Title IX was approved.
8. Resolution to Extend Certain Benefits to Eligible Part-Time Employees 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 Agreement Between Hudson County Community College and International Brotherhood of Electrical Workers was approved.
2. Resolution to Approve Dual Admissions Agreement Between Hudson County Community College and New Jersey City University to Offer an A.S. Criminal Justice to B.S. Criminal Justice Degree Pathway for HCCC Students was approved.
3. Resolution to Renew Agreement Between Hudson County Community College and Fairleigh Dickinson University was approved.

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4. Resolution to Approve Addendum to the Agreement Between Hudson County Community College and Hudson County Schools of Technology was approved.
5. Resolution to Renew Agreement Between Hudson County Community College and The North Hudson Community Action Corporation 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.