

**Summary of Proceedings**  
**Meeting of the Board of Trustees**  
**Tuesday, September 12, 2023**  
**5:00 p.m., In-person and via Zoom**

**Trustees Present:** Edward DeFazio; Frank Gargiulo; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Silvia Rodriguez; and Harold Stahl.

**Trustees Absent:** Joseph Doria; Pamela Gardner (Secretary/Treasurer); Daniel Menendez (Student Alumni Representative)

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

**Report:**

**1. Student Government Association President's Report**

*Student Government Association President, Lisa Camacho, offered the following report.*

Good evening, Trustees, faculty, staff, and students. My name is Lisa Camacho, and I serve as the new President of the Student Government Association (SGA) for this upcoming academic year. A little bit about myself: my major is Business Administration, this is my second year at HCCC, and I work as a part-time Peer Leader at the Office of Student Life and Leadership. I'm a first-generation student and EOF scholar. I am also involved in other clubs and honor societies

Since the beginning of the fall semester, we had 15 new senators join SGA and all are active, eager to learn, and present at weekly meetings. We are still receiving applications for senators. The Executive Board members attend committee meetings, representing the students' voices with suggestions and concerns.

Our first event, Fall Kick-off, is scheduled for September 22 from 2:00 p.m. to 4:00 p.m. in the Student Center on the Journal Square Campus. There will be fun activities, games, refreshments, and opportunities for students and peers to network. We are planning events for October, with more information to follow.

We held our first Town Hall Meeting at the Student Center and live-streamed it via Instagram, which had a great turnout. We interacted with students, answered questions, and promoted SGA and other HCCC events coming up on both campuses. Doreen Pontius from the Office of Mental Health Counseling and Wellness joined us as a guest to provide information about what the office offers and how they help students.

Now, I will share updates from the Interclub Council meeting.

- Over 50 people attended the first Art Club meeting this past Friday. They collaborated with the Office of Cultural Affairs for the Artist Talks event on September 27 from 11:00 a.m. to noon in the Gallery on the 6th floor of Gabert Library.
- The Environmental Club and Wild Ones will host a Fall Planting event on September 18 from 10:30 a.m. to 11:30 a.m. in the garden of the STEM building.
- The Business and Accounting Club will host a Bank of America Resume Workshop on September 18.
- The Latin Society has planned a Hispanic Heritage Meet & Greet from September 18 to 21 at both North Hudson and Journal Square campuses.
- Active Minds is hosting a virtual information session on September 14 and September 22.

Thank you for listening, and I look forward to all our future meetings!

## **2. All College Council Chair's Report**

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

Good afternoon, Trustees.

I'm happy to appear before you and look forward to recounting some of the exciting things that the All College Council (ACC) has been up to since the beginning of the fall semester.

On August 16, we held the ACC Retreat attended by many members from all different parts of the College. We added new members and leaders to the ACC Committee rosters that day. We reviewed successfully completed past projects, such as the gender-neutral signage for bathrooms at both campuses and the recently updated Academic Integrity Statement. The retreat concluded with a brainstorming session that focused on developing future projects that will continue to move the College forward. Thank you to everyone who attended!

I'm happy to report that, since then, all six subcommittees held their first meetings of the semester and here are a few important items from each committee:

- The Technology Committee is now being chaired by Librarian Lisa Bogart and the secretary is Instructor of Physics Gunes Senturk. Thank you for volunteering your service and leadership, Lisa and Gunes! Technology Committee members assembled a list of new services that are either already available or will soon be in place, such as Course Dog, Fischer Identity, Turnitin, and more. In collaboration with the SGA, the committee is discussing and exploring the possibility of implementing a virtual map of the campus that would be accessible via kiosk or QR code.
- The Academic Senate is focusing on new projects for this upcoming year. After having updated the Academic Integrity Statement to include verbiage on the use of AI generative software, the senate is exploring the subject of possibly implementing a college-wide grading scale. And, finally, the Academic Senate is working to support the Center for Online Learning's initiative to create a centralized website for all syllabus statements.
- The Student Life Committee, with Director of Hudson Helps Resource Center Katherine Morales as chair and Career Closet Coordinator Ariana Calle as secretary, continues to explore ways to enhance the student experience. This includes a renewed focus on Student Veteran and Student Parent populations. They are preparing for the rollout of the Hunger Free Grant, which

will help food insecure students get meals on campus at no charge. Finally, with input from the SGA, there are initial discussions about allowing Muslim students in class to break their fast during the Holy Month of Ramadan.

- The College Life Committee is now led by Doreen Pontius, Director of the Office of Mental Health Counseling and Wellness. Thank you, Doreen! College Life also has a new administrative liaison, Associate Director of Human Resources Carmen McGuire. College Life intends to continue the Steps for Wellness challenge, including hosting a group walk event to encourage participation and networking. Finally, the committee hopes to host the Employee Holiday Party and perhaps a summer BBQ at Liberty State Park.
- Space and Facilities, led by Associate Registrar Irma Williams and Director of Health-Related Programs Kathy Smith-Wenning as secretary, discussed their intent to identify and catalog the college's safety equipment. They plan to collaborate with the Environmental Club on special projects such as the recently completed garden near the STEM Building. There is also an idea to bring an ATM onto campus in collaboration with the SGA.
- Development and Planning is now being led by Director of Workforce Pathways Anita Belle. Thank you for volunteering your leadership, Anita! The committee is looking for ways to build on the recent College Service Day theme of giving back to HCCC. To that end, the committee is exploring ideas for events for alumni and graduates that provide the opportunity to reinvest in HCCC.

As I conclude, I want to make sure I thank everyone who helped make this report possible, especially ACC Vice Chair Raffi Manjikian and Secretary Sarah Teichman. I'd also like to thank the Trustees, Dr. Reber, Dr. Jones, and Dr. Dougherty for giving us the opportunity to share what we've been working on. Thanks!

### **3. President's Report**

*President Reber offered the following remarks.*

Good evening, Trustees, colleagues, and students. It's great to see you all again.

Yesterday marked the 22<sup>nd</sup> anniversary of 9/11, and the College held an inspirational remembrance event attended by many. I ask you to join me in a moment of silence for all of the victims of the horrific events of 9/11/2001, including those lost, their families and loved ones, and all in our local and world communities who are victims of oppression, violence, racism, and injustice. Let us also pause to reflect on the massive loss of life and devastation caused by a recent catastrophic earthquake in Morocco, and a ravaging and deadly flood in Libya.

*Moment of Silence.*

Thank you. In a note sent earlier to our college community including those who have family, friends, and loved ones in those countries, I shared that we want to support all affected in every way possible.

Lisa and Chris, thank you for your remarks and leadership.

Lisa, welcome to your first Hudson County Community College Board of Trustees meeting as President of the Student Government Association! We look forward to your reports at our monthly meetings throughout the year.

In November, we will acknowledge the passing of the baton to a new Alumni Student Representative to this Board of Trustees. Daniel Menendez will complete his term, and the newly elected representative who follows will be our 2023 Valedictorian, Sally Elwir.

I want to share, hot off the press, a genuine point of pride for this community. The supplement to this month's *Chronicle of Higher Education* magazine, a major publication for all of higher education, announced HCCC as one of the 2023 "Great Colleges to Work For." This results from an employee survey that the *Chronicle* co-sponsors with an organization called ModernThink. It's a survey administered to the employees of every college that volunteers to be part of the study. Employees are asked questions about the climate, integrity, leadership, communication, and respect of the institution. For the third consecutive year, we participated in the survey along with two- and four-year colleges across the nation.

There are ten different standards of excellence that the survey seeks to measure through the input of the workforce. This year, among the select group of colleges that are being recognized, there is an honor roll for a few colleges whose employees rated the climate in the top 10% for a majority of the ten standards measured. HCCC achieved top ratings in seven of the ten areas. HCCC has been named to the honor roll with just 12 community colleges, and three that are within our size range. Congratulations to everyone!

Our new academic year is off to an enthusiastic start! We opened the year with vibrant, informative, inspirational, and well attended College Service Day and Convocation programs.

Our fall credit enrollment is up approximately 4%, with new student enrollment up by nearly 11%, and noncredit enrollment continues to grow significantly. Throughout this year, we look forward to college-wide engagement in our strategic planning, as this is the third and final year of our 2021-24 *Hudson is Home! Strategic Plan*. The planning process will include academic planning, student success planning, and DEI planning.

This week is National Hispanic-Serving Institutions Week, and we have much to celebrate. Yesterday, I was honored to attend a Roundtable Meeting with the United States Secretary of Commerce and former Governor of Rhode Island, Gina Raimondo, in Washington, D.C. Hispanic Association of Colleges and Universities President, Dr. Antonio Flores, hosted this meeting. I was one of two Hispanic-Serving Institution community college presidents, and four four-year college presidents, to meet with Secretary Raimondo and her staff. I was pleased to speak about the work we are doing in our School of STEM and School of Continuing Education and Workforce Development, including our programs and future goals for leading and supporting workforce education and training in the semiconductor and broadband industries, and beyond.

Secretary Raimondo plans to continue meeting with our six presidents and several industry leaders, so we will have additional opportunities to advocate federal investment in support of our programs and the potential creation of semiconductor manufacturing workforce development centers at Hudson and throughout the nation. We are advocating line-item federal investment in HSI's going forward.

I thank Dean of STEM, Dr. Burl Yearwood; Associate Vice President for Continuing Education and Workforce Development, Lori Margolin; and Vice President for External Relations, Dr. Nicholas Chiaravalloti, for helping me prepare my remarks that included reference to excellent programs and initiatives at HCCC. I introduced the idea of creating 12 centers of excellence in semiconductor training, including six community colleges and six four-year institutions nationwide that would work together to create state-of-the-art, data-informed, best practice programs that can be scaled for more HSI's going forward. We've asked for a \$200 million Federal investment. More to come.

This evening, I have invited Dr. Yearwood and four of his faculty colleagues to speak about the College's Cybersecurity Center and a water sampling project underway in the School of STEM. Joining Dr. Yearwood are STEM faculty Faisal Aljamal, Yavuz Birol Guner, Raffi Manjikian, and Dr. Fatma Tat.

Thank you, colleagues.

*Dr. Burl Yearwood and Faculty Colleagues presented on [School of STEM](#).*

*Dr. Burl Yearwood offered remarks.*

A pleasant good afternoon, Trustees, Dr. Reber, Dr. Jones, faculty, staff, students, and community members.

It's my pleasure to present two of the exciting projects happening in the School of STEM. We are focused on the idea of improving student success. We reach out to our students and encourage them to see the relationship between science and the real world. We also are happy to think about how we can engage our local and regional community with science. The two projects are based on how we can improve students' skills, how we can relate to students in a way that they appreciate, involve our community in what we do, and share our knowledge with them.

The first project is the Cybersecurity Center, which is part of a grant application that we're writing for the National Science Foundation (NSF) called the Advanced Technological Education (ATE) Grant. The second project is on Water Sampling in collaboration with the New Jersey Department of Health. It is exciting because it's not often that a community college gets to collaborate with the State Department of Health.

Professor Faisal Aljamal and Professor Yavuz Guner will present on the Cybersecurity Center.

*Faisal Aljamal offered remarks.*

Hello! I am Faisal Aljamal, the Cybersecurity Program Coordinator. We started the Cybersecurity Center about seven years ago and it is now one of the most successful programs at the College. We have developed numerous articulation agreements, we were recognized by the National Security Agency, and we became a certified Center of Academic Excellence. We are the second community college in the state with such recognition.

The Center of Academic Excellence in Cyber Defense designation means that we are helping reduce threats to our nation's infrastructure by promoting higher education and researching cybersecurity defense, as well as providing the nation with a pipeline of qualified cybersecurity professionals. Our graduates are either already working in the industry or attending four-year colleges for their Bachelor's and Master's degrees.

We intend to further develop the program by applying for an NSF-ATE grant. With this grant, we propose to establish a physical Cybersecurity Center. Currently, we are using a virtual center. Our goal in building the Cybersecurity Center will be to give our students more opportunities to compete and strengthen their abilities. We also propose to use funds to increase enrollment in the program by encouraging more women and economically underserved minorities to join.

The best part about this program at the moment is that this semester, enrollment has increased by 47%!

Thank you.

*Yavuz Guner offered remarks.*

In an increasingly interconnected and technology-driven world, the need for cybersecurity education has never been more critical. The primary purpose of the HCCC Cybersecurity Center is to serve as a hub for our students for cybersecurity education research and community engagement. It will provide a dedicated space for our students so they can learn, practice and excel in the field of cybersecurity. It's not just for our students; it's for our community as well. We will equip them with the skills and knowledge to safeguard and protect our community.

Our students will learn and gain comprehensive knowledge about the latest cybersecurity technologies and best practices, including tools such as XRY Forensics, Maltego, Shodan, and more. XRY Forensics is used by law enforcement and criminal investigators like the FBI and CIA. These skills and tools will not only prepare our students for promising careers, but also make them responsible citizens.

The center will be more than a classroom. It will serve as a hub for community engagement. We envision hosting various events on topics about ransomware, social engineering malware types, cyber defense and others. The Cybersecurity Center will be a sanctuary of learning for our students and a beacon for cybersecurity awareness for our community.

*Trustee Bakari Lee asked several questions.*

How are the public events going to be administered? How will they be promoted? Who or what is the target market, the public at large or small businesses?

*Yavuz Guner responded.*

The events will be in person with the virtual option. If we receive the grant, we will obtain a project manager and administrators to plan and curate these events. For promotion, we plan to collaborate with the newly founded Cybersecurity Club. We are also using social media to advertise the Cybersecurity Club and Center. The purpose of the Cybersecurity Center is to provide technical education opportunities.

*Raffi Manjikian offered remarks.*

Hello, everyone. My name is Professor Raffi Manjikian. Today, I stand before you representing the School of STEM as an Instructor of Chemistry, along with my colleague, Assistant Professor Dr. Fatma Tat.

It is a great honor to be asked by the New Jersey Department of Health (NJDOH) to partake in their Wastewater Surveillance Monitoring program. Professionally speaking, we're the only two-year institution participating in this project. I look forward to working with Dean Yearwood and Dr. Tat because we all are chemists, but in different trades. I am a biochemist, Dean Yearwood is an inorganic chemist, and Dr. Tat is an organic chemist.

The water sampling project assigned by NJDOH is part of the National Wastewater Surveillance System program conducted by the Center for Disease Control and Prevention (CDC). This program intends to track the presence of COVID-19 and other communicable diseases in wastewater samples throughout the country. We were selected as the institution to represent Hudson County in the State of New Jersey.

The project entails chemistry, biology, epidemiology, and community health. Testing for pathogens in wastewater is a public health tool that can serve as an early warning that disease is spreading in a community.

The overview of the procedure includes delegated tasks. I'll be collecting the samples and Dr. Tat will be analyzing the results. All sample collection kits and shipping supplies will be provided at no cost to

us but by NJDOH. We will collect the samples twice a week based on the assigned sampling schedule, sampling protocol, and approved sampling location. After considering both campuses, we decided that Gabert Library, on the lower level in the boiler room, is the perfect place to gather samples.

The equipment will include an AS950 portable sampler, a container for pooling composite samples, a cooler or shipper, 70% ethanol spray bottle for cleaning purposes, and sealed containers for contaminated gloves, paper towels, and all Biosafety Level 2 waste.

Thank you.

*Dr. Fatma Tat offered remarks.*

Good evening, everyone. My name is Fatma Tat, Assistant Professor of Chemistry. I will discuss what will be done with the wastewater results and how it will benefit HCCC and our community.

The results will be presented to us relevant to each sampling location. These results will be shared with the CDC and become part of the National Wastewater Surveillance System dashboard and COVID Data Tracker. The data will be used to support the NJDOH's surveillance efforts. Any data made public will be presented at the county or regional level, but the names of specific wastewater treatment plants won't be disclosed.

The New Jersey Department of Health's Communicable Disease Service and the Public Health and Environmental Laboratories are partnering with state and federal agencies and local health departments to create and maintain a statewide wastewater surveillance program.

Monitoring wastewater can be useful because it complements other surveillance methods. It helps us see whether virus levels are going up or down in our community independent of healthcare-seeking activity. This information is crucial as it can serve as an early warning of new outbreaks and inform public health decision-making. Thank you all for your attention.

*President Reber offered closing remarks.*

Thank you for that excellent presentation, Dr. Yearwood and team.

Trustees, this concludes my report.

*Trustee Bakari Lee offered remarks.*

The report was excellent and extremely informative. You reported on something that's unique to this college. But it was also concise, very succinct, and very digestible. Job well done.

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

**1. The Minutes of the Regular Meeting of August 8, 2023 were approved.**

**2. Gifts, Grants, and Contracts Report**

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

**Title:** Signature Grant

**Agency:** The Provident Bank Foundation

**Purpose of Grant:** To Support "Hudson Scholars" Program

**College Administrator:** Nicole Johnson

**College Contribution:** \$0

**Award Amount:** \$100,000

**Title:** PATH Scholarships

**Agency:** Ellucian Foundation

**Purpose of Grant:** Funding Foundation Scholarships

**College Administrator:** Nicole Johnson

**College Contribution:** \$0

**Award Amount:** \$25,000

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 Support and Intent for the County of Hudson to Provide Partial Funding for the Construction of the HCCC Tower Project to be funded through Chapter 12 at a cost not to exceed \$32,000,000 was approved.
2. Resolution Authorizing Award of Contract for 119 Newkirk Street Demolition to be funded through Chapter 12 at a cost not to exceed \$1,373,182 was approved.
3. Resolution Authorizing Purchase of Information Security Program to be funded from the operating budget at a cost not to exceed \$136,770 was approved.
4. Resolution Authorizing Renewal of Public Relations Support for the Office of Communications to be funded from the operating budget at a cost not to exceed \$98,520 was approved.
5. Resolution Authorizing Renewal of Video/Podcast Services for the Office of Communications to be funded from the operating budget at a cost not to exceed \$72,000 was approved.
6. Resolution Authorizing Renewal of Digital Advertisement Services to be funded from the operating budget at a cost not to exceed \$49,980 was approved.
7. Resolution Authorizing Renewal of College Campus-Wide Software License Agreement to be funded from the operating budget at a cost not to exceed \$120,936 was approved.
8. Resolution Authorizing Renewal of Staff and Faculty Monthly Parking at Harrison Parking Center to be funded from the operating budget at a cost not to exceed \$70,000 was approved.
9. Resolution Approving Payment for Photography Services at a cost not to exceed \$68,771 was approved.
10. Resolution Approving Payment for National Healthcareer Association Services at a cost not to exceed \$87,540 was approved.
11. Resolution Approving Payment for Purchases through the Hunger Free Grant for food gift cards at a total amount of \$184,523 was approved.
12. Resolution Authorizing Building Maintenance Services Contract Extension to be funded from the operating budget at a cost not to exceed \$259,000 was approved.



13. Resolution Authorizing Cooperative with Hunterdon County Educational Services Commission to participate in the HCESC Cooperative Pricing System, effective immediately, was approved.

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

1. The separation of a Support Analyst was accepted.
2. Appointments of Full-time Staff were approved.
3. Appointments of Temporary Full-time Staff were approved.
4. Appointments of Temporary Full-time Faculty were approved.
5. Authorizations of Part-time Staff through September 2024, as needed, were approved.
6. Appointments of New Hire Adjunct Instructors were approved.
7. The following Modifications to the Staffing Table were approved:

<b>Current Approved Title</b>	<b>New Title</b>	<b>Incumbent (If applicable)</b>	<b>Salary Grade and Salary Adjustment (If applicable)</b>	<b>Effective Date</b>
N/A	Internship Coordinator (Externally-funded)	N/A	109	September 16, 2023
ESL Specialist	Associate Director, ESL (Grant-funded)	N/A	115	September 16, 2023

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

1. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and Rider University for Academic Pathways in Computer Science and Cybersecurity was approved.
2. Resolution Authorizing Articulation Agreement Between Hudson County Community College (HCCC) and Felician University for Academic Pathways in Biology and Mathematics was approved.
3. Resolution Authorizing Memorandum of Agreement (MOA) Between Hudson County Community College (HCCC) and New Jersey Department of Health (NJDOH) for Use of Certain NJDOH Equipment by HCCC for Purposes of NJDOH Wastewater Surveillance Program was approved.
4. Resolution Authorizing Amendment to the Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Year Up New York/New Jersey was approved.
5. Resolution Authorizing Memorandum of Understanding (MOU) Between Hudson County Community College (HCCC) and Hudson Regional Health for the Delivery of Diversity Training was approved.
6. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and Equus Workforce Solutions was approved.

The following comments were made under **New Business**:

*Chairman Netchert offered the following remarks.*

I want to reiterate Trustee Lee's comments on the STEM Water Sampling project. It's exciting for us to be designated as part of something that will contribute to only good in America. I am proud of the faculty and staff of STEM and the College as a whole.

*Trustee Jeannette Peña offered the following remarks.*

I agree, Chairman. Chemistry is scary for a lot of people, and to be able to see the practical applications that these professors are showing our students is exciting. I say this as a parent of a biochemistry major that I try to understand, but, most of the time, I just listen. Thank you so much for what you're doing. It really is a great project.

The **meeting was adjourned** at 5:51 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.