

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



**Summary of Proceedings at the
Regular Meeting of the Board of Trustees
September 13, 2016
5:00 p.m.
Mary T. Norton Room
70 Sip Avenue, Jersey City, New Jersey**

Trustees present were: Kevin Callahan; Karen A. Fahrenholz (Secretary/Treasurer); Dr. Glen Gabert (ex officio); Joanne Kosakowski; William Netchert (Chairman); Harold Stahl; Monica Tone.

Trustees not present were: Ingrid Rose Cooper (Student Alumni Representative); Bakari Gerald Lee, (Vice Chair); Roberta Kenny; Jeanette Peña; Adrienne Sires.

Awards, Recognitions and Special Reports:

1. President Gabert reported that credit hour enrollments could be down as much as 10% and that he would share information about final registration with the College Community.
2. President Gabert reported that Dr. Gerardo E. de los Santos, Senior Fellow for Civitas Learning, will be the keynote speaker on In-Service day Wednesday, September 21st.
3. Chairman Netchert reported that Trustee Lee will be installed as the National President of the Association of Community College Trustees (ACCT) in New Orleans, October 7th.

The trustees **approved the minutes** of the Regular Meeting of August 9, 2016.

(continued...)

The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration and endorsed by the Finance Committee:

1. The Award to Extend Custodial Management Services for FY 2017 was awarded to Maverick Building Services on a month to month basis until September 30, 2016.
2. The Award for Custodial Cleaning Services was awarded to Maverick Building Services for three years commencing on October 1, 2016 and ending September 30, 2019.
3. The Award for Architect/Engineering Services for RTU replacements for FY 2017 at 162-168 Sip Avenue, Hot Water Boiler Replacements at 70 Sip Avenue and 870 Bergen Avenue, and Cooling Tower Replacements at 161 Newkirk Street was awarded to DiCara Rubino of Wayne, New Jersey at a cost not to exceed \$65,000.00.
4. The Award for Architect/Engineering Services for programming/consulting in-house for FY 2017 was awarded to NK Architects of Morristown, New Jersey, at a cost not to exceed \$103,500.00.
5. The Parking Agreement with Journal Square Ramp Garage, for FY 2016-2017 was approved at a cost not to exceed \$60,000.00.
6. The Award to purchase textbooks for the Reserves Collection at both HCCC Libraries was awarded to Follett Book Store at a cost not to exceed \$21,911.27.
7. The Award of a Linen Supply Vendor for the Culinary Arts Department for FY 2017 was awarded to Allen Linen Supply of Paterson, New Jersey, at a total cost not to exceed \$20,000.00.
8. The Renewal of Integrated Library System (ILS) Vendor for FY 2017 was awarded to SirsiDynix Corporation of Lehi, Utah, at a total cost not to exceed \$27,456.54.
9. The Rental of New Jersey City University's Laboratory for HCCC Microbiology Classes for academic year 2016-2017 was approved at a cost not to exceed \$26,600.00.
10. The Award of Auditing Services for FY 2016 was awarded to Donohue, Geronda, Doria & Tomkin's LLC at a cost not to exceed \$64,500.00.

11. The Affiliation Agreement between Richmond University Medical Center and HCCC – School of Radiography, for a term of two years, was approved.
12. The Affiliation Agreement between HUMC Opco LLC d/b/a CarePoint Health-Hoboken University Medical Center and HCCC School of Radiography, for a term of two years, was approved.
13. The Award of a Contract for Public Relations Consultant for FY 2017 was awarded to Jones & Associates Communications, Inc. of Jersey City, New Jersey.

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

1. The retirement of an Associate Professor was accepted.
2. The resignations of an Assistant Registrar and a Counselor were accepted.
3. The following Staffing authorization table modification was approved

TITLE CHANGE

FROM: Associate Dean of Enrollment
TO: Dean of Enrollment

4. Staff was appointed to the following Full-Time Position: Dean of Enrollment.
5. Staff were appointed to the following Temporary Full-Time Faculty Assignments: Instructor, English as a Second Language; Instructor, History; Instructor, English.
6. Appointment of Additional New & Continuing Part-time Hires: September 13, 2016 – December 31, 2016.
7. Appointment of Additional New Hire Adjuncts Spring 2016.

The following actions were taken regarding **academic affairs**:

1. The Proposal to suspend recruitment in the following selected degree and certificate programs effective Fall 2016 semester was approved:

AA Liberal Arts – American/Latino/Women’s Studies
AA Liberal Arts – Criminal Justice & Human Services and AAS – Criminal Justice Certificate – Dietary Management – with Rutgers SHRP

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.