

**Summary of Proceedings at the
Meeting of the Board of Trustees
September 15, 2015
5:00 p.m.
Mary T. Norton Room
Jersey City, New Jersey**

Trustees present were: Kevin Callahan; Karen A. Fahrenholz (Secretary/Treasurer); Dr. Glen Gabert, President (ex officio); Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); Jeanette Peña; Harold Stahl

Trustees absent: Roberta Kenny; William Netchert (Chairman); Adrienne Sires

Comments from the Public/Awards and Presentations:

Joseph Sansone, Vice President for Development introduced Jerry Trombella, Dean of Research and Planning. Jerry gave a presentation on "Strategic Planning Process" (attached).

President Gabert gave the following reports:

- Enrollments are entering final stages. Credit hours appear to be down 1.6%
- The Dineen/Hull Gallery opened on September 13th. Approximately 400 people attended.
- A reception/dinner is scheduled for new faculty, Friday, September 18th at 5:30 pm.
- The NJCCC Trustee Seminar is scheduled for Monday, September 21st at 5:30 pm.
- On September 29th, HCCC is hosting a site visit for Middle States Association at the North Hudson Campus to certify the Commission's June action granting campus status to North Hudson.
- On November 9th, HCCC will host a NJCCC meeting in the Library for N.J. county college trustees.

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The trustees approved the **minutes of the regular Meeting** of August 11, 2015.

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

- The award of scaffolding services for the Facilities Department for Fiscal Year 2016 was awarded to Advance Scaffold, Inc. of Clifton, NJ, at a total cost not to exceed \$30,000.00.
- The award of general construction for the Nursing Department for Fiscal Year 2016 was awarded to AG General Construction, LLC, of Elizabeth, NJ, at a total cost not to exceed \$26,500.00.
- The award of Speaker Agency for the Student Activities Department for Fiscal Year 2016 was awarded to American Program Bureau of Newton, MA, at a total cost not to exceed \$40,000.00
- The award of the Blackboard Renewal for the software and hosting Services for the Information Technology Service for Fiscal Year 2016 was awarded to Blackboard, Inc. of Washington, DC, at a total cost not to exceed \$198,726.00.
- The award of removal and replacement of Carrier HVAC Rooftop Unit for the Cundari Building for Fiscal Year 2016 was awarded to Crown Sheet Metal, of Jersey City, NJ, at a total cost not to exceed \$31,250.00.
- The award of installation of the College's campus-wide monitoring system for the Safety & Security Department for Fiscal Year 2016 was awarded to Johnston Communications, of Kearny, NJ, at a cost not to exceed \$156,653.00.
- The award of Social Media Information Services for the Communications Department for Fiscal Year 2016 was awarded to Woovue of Belmar, NJ, at a total cost not to exceed \$24,000.00.
- The award for construction/maintenance supplies for the Maintenance Department for Fiscal Year 2016 was awarded to Tsigonia Paint Sales of Jersey City, NJ, at a total cost not to exceed \$30,000.00.
- The award to purchase laptops for the Division of Academic Development and Support Services Department for Fiscal Year 2016 was awarded to Dell Marketing of Round Rock, TX, at a total cost of \$50,629.00.
- The award of Security Vulnerability Assessment (SVA) Emergency Management Plan for the Safety and Security Department for Fiscal Year 2016 was awarded to A & J Consulting Engineering Services, of Clifton, NJ, at a total cost not to exceed \$55,000.00.
- The award to extend the cleaning service contract with Maverick Building Services, Inc. on a month to month basis, until December 31, 2015, was approved, at a cost not to exceed \$832,000.00.
- The resolution changing the name of the North Hudson Higher Education Center to North Hudson Campus was approved.

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

1. The resignations of Career/Transfer Counselor; HR Employment Manager and College Lecturer were accepted.
2. Staff were appointed to the following job titles: Manager, Purchasing Services; Assessment Coordinator; Instructor, Culinary/Pastry Arts; Admissions Recruiter; Facilities Worker; Library Clerical Assistant; Non Credit Programs.
3. Staff were appointed to the following temporary full-time assignment: Interim Director of Academic Foundations-English; Interim Executive Director of Non-Credit Programs; TAACCCT Grant Coordinator.
4. Staff were appointed to the following temporary full-time faculty assignments: Instructor, ESL; Instructor, Physics/ Mathematics; Instructor, Math Instructor; Instructor, Chemistry.
5. Appointment of additional new & continuing part-time hires: September 15- December 31, 2015.
6. Appointment of Additional New Hire Adjuncts Fall 2015

The following actions were taken concerning **academic and student affairs**:

1. The rental agreement with New Jersey City University for use of its Laboratory for HCCC Microbiology Classes was accepted.

The meeting went into **closed session** to discuss personnel related issues.

The **meeting reconvened** with no formal action taken.

The **meeting was adjourned** at 5:30 pm.

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.