

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



**Summary of Proceedings at the
Meeting of the Board of Trustees
October 13, 2015
5:00 p.m.
North Hudson Campus
4800 Kennedy Boulevard
Union 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) (via conference call); William Netchert (Chairman); Harold Stahl

Trustees absent: Roberta Kenny; Jeanette Peña; Adrienne Sires

Comments from the Public/Awards and Presentations:

1. Jerry Trombella, Dean of Research and Planning, gave an update on the "Strategic Planning Process" (attached).
2. President Gabert noted that the:
 - Program/partnership between HCCC and Fairleigh Dickinson University has been expanded.
 - College's weekend programs have now evolved to where a student can earn an entire degree.
3. Trustee Lee commented on the "College Promise Campaign" (initiative to make community college free).

The trustees approved the **minutes of the regular Meeting** of September 15, 2015.

(continued...)

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 equipment repair and services vendor for the Culinary Arts Institute for Fiscal Year 2016 was awarded to Malachy Mechanical of Patterson, NJ, at a total cost not to exceed \$25,000.00.
- The award of kitchen equipment vendor for the Culinary Arts Institute for Fiscal Year 2016 was awarded to M. Tucker Co., Inc. of Patterson, NJ, at a total cost not to exceed \$25,000.00.
- The award of a food vendor for the Culinary Arts Institute for Fiscal Year 2016 was awarded to Green Tree Packing Co. of Passaic, NJ, at a total cost not to exceed \$65,000.00.
- 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 \$59,783.00.
- The award to provide escort services for making College bank deposits for Fiscal Year 2016 was awarded to the Hudson County Sheriff Department for a total sum not to exceed \$12,000.00.
- The award to extend HVAC Mechanical and Controls Service Contract from October 2015 until December 31, 2015 in the amount of \$23,000.00 was approved.
- The award of a one-year contract renewal for Flik Hospitality Group commencing March 1, 2016 through February 28, 2017 was approved.
- The exercise of the buyout option of the existing lease from Santander Bank was approved.

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

1. The retirement of a Professor, Humanities Division, was accepted.
2. The resignation of a Controller was accepted.
3. Staff were appointed to the following job titles: Social Media Coordinator; Counselors (3); Student Development Associate.
4. Staff were appointed to the following temporary full-time faculty assignments: Instructor, Modern Languages; Instructor, Academic Foundation Math.

(continued...)

5. Appointment of additional new & continuing part-time hires: October 13 – December 31, 2015.
6. Appointment of additional new hire adjuncts fall 2015.

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

1. The Program Title Change – Associate in Science (AS) - Cooperative Nursing to AS Nursing was accepted.

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

The **public meeting reconvened** and **was adjourned** at 6:30 pm with no formal action taken.

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.