

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



**Summary of Proceedings at the
Reorganization Meeting and Regular Meeting of the
Board of Trustees
November 21, 2017
5:00 p.m.
Mary T. Norton Room, 70 Sip Avenue
Jersey City, New Jersey**

Trustees present were: Kevin Callahan (via conference call); Karen A. Fahrenholz (Secretary/Treasurer); Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Harold Stahl, Monica Tone

Trustees not present were: Jeanette Peña; Adrienne Sires

Annual reorganization meeting call to order: The annual reorganization meeting was called to order by Chairman Netchert at 5:00 p.m.

New Trustee: Pamela E. Gardner was sworn in as the new Trustee.

Alumni/Student Representative: Hamza Saleem was sworn in as the new Alumni/Student Representative.

The following **trustees were then elected as board officers** for the term extending through November, 2018: William Netchert, Chairman; Bakari Gerald Lee, Vice Chair; and Karen Fahrenholz, Secretary/Treasurer.

The board then approved its regular meeting schedule through November, 2018. Meetings were set for January 16, February 20, March 13, April 10, May 8, June 12, (July – no meeting), August 14, September 11, October 9, and November 20.

Scarinci and Hollenbeck of Lyndhurst, New Jersey, was designated as **general counsel** for legal services for 2017-2018 with no changes in terms.

John Curley, LLC of Jersey City, New Jersey, was designated as **real estate counsel** for 2017-2018 with no changes in terms.

Chairman Netchert announced the appointments to the following **trustees committees**.

**MEMBERS OF STANDING COMMITTEES AND AD HOC COMMITTEES OF
THE BOARD OF TRUSTEES FOR 2018**

<p>STANDING COMMITTEES:</p> <p>EXECUTIVE COMMITTEE William Netchert (Chair) Bakari Lee (Vice Chair) Karen Fahrenholz (Secretary & Treasurer)</p> <p>ACADEMIC & STUDENT AFFAIRS COMMITTEE Karen Fahrenholz (Chair) Hamza Saleem, Student Alumni Representative Roberta Kenny Jeannette Peña Pamela Gardner</p> <p>CAPITAL PROJECT ADVISORY COMMITTEE William J. Netchert (co-Chair) Adrienne Sires (co-Chair) Harold Stahl</p> <p>FINANCE COMMITTEE Bakari Lee, (Chair) Kevin Callahan Adrienne Sires</p>	<p>PERSONNEL Joanne Kosakowski (Chair) Kevin Callahan Karen Fahrenholz Harold Stahl</p> <p>COLLEGE COMMENCEMENT COMMITTEE Bakari Lee, Trustee Liaison to College Committee Hamza Saleem, Student Alumni Representative</p> <p>FOUNDATION LIAISON Karen Fahrenholz</p> <p><i>AD HOC Committees will be formed as needed.</i></p>
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The reorganization meeting was then adjourned and the trustees immediately reconvened to conduct its **regular monthly business meeting**.

Comments from the Public:

1. Dr. Ferdinand Orock, Professor, Mathematics and President, Professional Association, thanked President Gabert and

Dr. Eric Friedman, Senior Vice President, Academic Affairs, for their dedication to HCCC. He then spoke about contract negotiations and concerns regarding the low faculty salaries in comparison to other community colleges such as Essex, Union, and Bergen.

Awards, Recognitions and Special Reports

1. Dr. Lawrence Nespoli, President, New Jersey Council of County Colleges who recently announced his retirement thanked President Gabert, Trustee Lee and the Board of Trustees for their support and exemplary leadership at NJCCC and HCCC over the years. He gave a reflection on the past, present, and future of New Jersey's community colleges. Trustee Lee said that it was a pleasure working with Dr. Nespoli and that he did a fantastic job at NJCCC. (Attachment)
2. Dr. Paula Pando, Senior Vice President for North Hudson Campus and Student & Educational Support, gave an update/presentation on the Middle States Self Study. (Attachment)

The trustees approved the **minutes of the regular Meeting** of October 10, 2017.

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 for a Construction Manager was awarded to MAST Construction Services, Inc. of Little Falls, New Jersey, to provide Construction Management Services for various projects from December 1, 2017 to November 30, 2018 at a cost not to exceed \$403,524.00.
2. The Award for Construction Management Services at Enos/Jones Parking lot for the master plan building design was awarded to MAST Construction Services, Inc. of Little Falls, New Jersey, at a cost not to exceed \$194,916.00.
3. The rate increase of library consulting services to the Hudson County Community College libraries was approved at a cost not to exceed \$60.22 per hour (increase from \$48.17).
4. The Award of a Commercial Kitchen Cleaning Service Vendor for Culinary Arts Department was awarded to Commercial Kitchen Cleaning of Wayne, New Jersey, at a cost not to exceed \$24,000.00.

5. The College was approved as a Dinner Sponsor at \$26,000.00 for the Annual Holiday Foundation Extravaganza Dinner for the calendar year 2017.
6. The agreement with the Parking Authority of West New York, New Jersey, to provide seventy-five (75) parking spaces for College use for an additional two (2) years at a cost not to exceed \$55,000.00 per year was approved.
7. The Award of Professional Maintenance Services for Fire Alarms for FY18 was awarded to Tyco SimplexGrinnell of Rockaway, New Jersey, at a cost not to exceed \$40,000.00.
8. The Award for Architect/Engineering Services at 81 Sip Avenue, Jersey City, New Jersey, was awarded to DiCara Rubino of Wayne, New Jersey, at a cost not to exceed \$280,000.00.
9. The Award of Comprehensive Assessment and Review Program for Nursing Program was awarded to ATI of Leawood, Kansas, at a cost not to exceed \$180,000.00.
10. The Extended Security Contract with U.S. Security Services Associates, Inc. up to and including June 30, 2018 was approved.
11. The Rental Agreement with Harrison Board of Education for use of Washington Middle School for Evening Classes during the second half of the Academic Year 2017-2018 was approved at a cost not to exceed \$2,500.00.
12. The Transfer Articulation Agreement between HCCC and Montclair State University for graduates of the Nursing and Health Sciences Division at Hudson County Community College with the Associate in Science Degree for acceptance into the Bachelor of Science, Nursing Degree program offered at Montclair State University was approved.
13. The Agreement between HCCC and Jersey City Board of Education for LEAP Plus Program for the 2017-2021 academic years was approved.

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

1. The following resignations were accepted: Lead Electrician and Grant Accountant.
2. Faculty was appointed to the following full-time position: Instructor, Business.

3. Staff were appointed to the following full-time positions: College Lecturer, Business; PC Technician; Student Financial Assistant Specialist; Writing Center Coordinator; Counselor; Assistant Registrar; and Associate Registrar.
4. The following Title Changes to the Staffing Table Effective January 1, 2018 were approved.

A. Title Changes

From: Dean of Instruction/Arts
To: Assistant Vice President, Academic Affairs

From: Dean of Instruction/Science
To: Dean of Instruction

From: Secretary, Science, Technology, Engineering and Mathematics (STEM)
To: Administrative Assistant, Science, Technology, Engineering and Mathematics (STEM)

From: Director of English
To: Associate Dean, English and ESL

From: Assistant to the Associate Dean of School and College Relations
To: Program Assistant, Academic Affairs

From: Dean of Non-Traditional Programs
To: Dean of Continuing Education and Workforce Development

From: Assistant Director, Center for Business and Industry
To: Assistant Director, Continuing Education and Workforce Development

- B. The following Titles Added to the Staffing Authorization Table for Full-Time Appointment effective January 1, 2018 were approved.

Director of Curriculum

Associate Dean of Humanities and Social Sciences

Director of the Secaucus Campus of the Hudson County Community College

Facilities Worker 9 (from 4 positions to 5 positions)

C. *Salary Adjustments effective January 1, 2018 were approved for incumbent staff impacted by the Staffing Table changes made in Personnel Agenda Item #4 above.*

5. Staff were appointed to the following Temporary Full-time Assignments: Student Financial Aid Assistant; Office Assistant; and Lecturer, Clinical/Allied Health Specialist.
6. Appointment of Additional New & Continuing Part-Time Hires: November 22, 2017 – June 30, 2018.
7. Appointment of Additional New Hire Adjuncts Spring 2018.
8. The Award of Employee Assistance Program (EAP) Consultant Services for Human Resources Department was awarded to E4 Health, Inc. of Texas, at a total cost not to exceed \$7,500.00. and
9. A Stipend Award for a temporary payroll assignment was awarded to a member of the Accounting Department staff.

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

1. The Proposed New Academic Degree Program: Associate in Science (AS) in Medical Sciences Pre-Professional (63 credits) was approved.
2. The Proposed Revisions to HCCC Academic Calendars for Spring 2018 and Summer 2018 were approved.

The **meeting was adjourned** at 6:00 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.