

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 22, 2016  
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); Jeanette Peña; Harold Stahl, Monica Tone.

**Trustees not present were:** Adrienne Sires

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

**Alumni/Student Representative:** Jahrell Thompson was sworn in as Student Alumni Representative.

The following **trustees were then elected as board officers** for the term extending through November, 2017: William Netchert, Chairman; Bakari Gerald Lee, Vice Chair; and Karen Fahrenholz, Secretary/Treasurer.

**The board then approved its regular meeting schedule through November, 2017.** Meetings were set for January 17, February 7, March 14, April 11, May 9, June 13, August 8, September 12, October 10, and November 21.

**The board tabled the resolution designating** Scarinci and Hollenbeck of Lyndhurst, New Jersey, as general counsel until January 2017. The contract will still be in effect on a month-to-month basis pending a replacement for Sheri Seigelbaum, legal counsel, who is retiring.

Sheri Siegelbaum was presented with a plaque in recognition for her service to the College.

Chairman Netchert announced the appointments to the following trustees committees.

**MEMBERS OF STANDING COMMITTEES AND AD HOC COMMITTEES OF THE BOARD OF TRUSTEES FOR 2017**

<p><b>STANDING COMMITTEES:</b></p> <p><b>EXECUTIVE COMMITTEE</b> William Netchert (Chair) Bakari Lee (Vice Chair) Karen Fahrenholz (Secretary &amp; Treasurer)</p> <p><b>ACADEMIC &amp; STUDENT AFFAIRS COMMITTEE</b> Karen Fahrenholz (Chair) Roberta Kenny Jeannette Peña Monica Tone Jahrell Thompson</p> <p><b>CAPITAL PROJECT ADVISORY COMMITTEE</b> William J. Netchert (co-Chair) Adrienne Sires (co-Chair) Bakari Lee Harold Stahl</p> <p><b>FINANCE COMMITTEE</b> Bakari Lee, (Chair) Kevin Callahan</p>	<p><b>PERSONNEL</b> Joanne Kosakowski (Chair) Kevin Callahan Karen Fahrenholz Harold Stahl</p> <p><b>COLLEGE COMMENCEMENT COMMITTEE</b> Bakari Lee, Trustee Liaison to College Committee Jahrell Thompson</p> <p><b>FOUNDATION LIAISON</b> 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**.

The trustees suspended the order of the agenda to move to closed session at the end of the meeting.

### ***Awards, Recognitions and Special Reports***

1. After presenting her enrollment update, Paul Pando, Senior Vice President, North Hudson Campus, introduced Lisa Dougherty as the new Dean of Enrollment. Ms. Dougherty introduced Matthew Fessler, the new Director of Admissions, and shared her plans for improving the services of the Admissions Office.
2. Dr. Gabert congratulated trustees Bakari Lee, Karen Fahrenholz and Adrienne Sires on their reappointment.
3. Dr. Gabert announced that Congressman Albio Sires will be the 2017 Commencement Speaker and Joseph Sansone, the Heritage Award Recipient.
4. Dr. Gabert informed Trustees about upcoming events.
  - Foundation Gala, Thursday, December 1<sup>st</sup>, 6:00 pm, Culinary Conference Center
  - Hudson County Chamber Legend's Ball, Thursday, December 8<sup>th</sup>, 6:00 pm, Liberty Science Center
  - Culinary Blue Ribbon closing Event, Wednesday, December 14<sup>th</sup>, 6:00 pm, Culinary Conference Center
  - Reception for students completing their degrees, Thursday, December 15<sup>th</sup>, Culinary Conference Center
  - Spring In-Service, Tuesday, January 17, 2017, Culinary Conference Center

The trustees approved the **minutes of the regular Meeting** of October 18, 2015.

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 purchase of Accuplacer Exams was awarded to College Board of New York, NY, at a total cost not to exceed \$80,000.00.

2. The purchase of Electrical Supplies for FY17 was awarded to Jewel Electric Supply of Jersey City, NJ, at a cost not to exceed \$67,000.00.
3. The Affiliation Agreement between Alaris Health at Hamilton Park and HCCC – Certified Nurse Aide Program was approved.
4. The purchase of Instructional Technology for FY17 was awarded to Laerdal Inc., of Wappingers Falls, NY, at a cost not to exceed \$46,601.00.
5. The purchase of Colleague Self-Service System was awarded to Ellucian of Chicago, IL, at a cost not to exceed \$19,000.00.
6. The Dinner Sponsor for Annual College Foundation Dinner 2016 was approved at a cost not to exceed \$26,000.00.
7. The award of Library Consulting Services was awarded to ProLibra Associates, Inc. at a cost not to exceed \$20,000.00.
8. Authorization to enter into the Natural Gas Supply Service Agreement was approved.

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

1. The resignation of a Grants Officer was approved
2. Staff were appointed to the following full-time job titles: Director of Student Accounts, (Bursar); Lead HVAC/Oiler Mechanic; Director of EOF; Counselor.
3. Staff was appointed to the following temporary full-time assignment: Assistant to the Associate Dean for School & College Relations
4. Appointment of Additional New & Continuing Part-Time Hires: November 22, 2016 – June 30, 2017.
5. The award of Consultant Services for Construction Management Program – Temporary Consultant was awarded to Bahar Zoghi at a fee of \$75 per hour for a period not to exceed February 15, 2017.

6. The award of Consultant Services for Automotive Technology Program – Temporary Consultant - was awarded to Steve Kolenovic at a fee of \$75 per hour for a period not to exceed May 15, 2017.
7. The a Award of Consultant Services for Substantive Change Request for Online Associates Program – Temporary Consultant - was awarded to Kim Foulds at a fee of \$75 per hour for a period not to exceed February 24, 2017.
8. The award of Consultant Services for Human Services Pre-Social Work option in Substance Abuse for Associates Program – Temporary Consultant - was awarded to Margareth Alwart at a fee of no more than \$75 per hour for a period not to exceed January 31, 2017.
9. The award of Consultant Services Academic Certificate in Personal Training and A.S. in Exercise Science and A.S. in Physical Education – Temporary Consultant - was awarded to Gregory Dwyer, Consultant—at a fee of no more than \$1200 for a period not to exceed March 31, 2017.
10. 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 \$7,000.00.
11. The award of Library Services to Hudson County Community College was awarded to Pro Libra Service Library Staffing’s client, David Hardgrove, at a cost not to exceed \$48.17 per hour.
12. The Staffing Authorization Table for November 22, 2016 was approved.

*Proposed Staffing Table changes effective as of November 22, 2016.*

*Admission Advisor (2)  
Assistant Director, Recruiting  
Associate Registrar*

13. The following Changes of Title for Incumbent Employees were approved.

**CHANGE TITLE WITH INCUMBENTS**

**NAME**

**TITLE CHANGES**

<i>Chenelle Smith</i>	<i>FROM:</i>	<i>Assistant Registrar</i>
	<i>TO:</i>	<i>Associate Registrar</i>

Jacqueline Castillo FROM: Transfer Student Coordinator  
TO: Transcript Evaluator

14. Salary Adjustment based on changes for November 22, 2016 Staffing Authorization Table was approved.
15. The Collective Bargaining Agreement Proposal between Hudson County Community College and the Hudson County Community College Support Staff Federation was accepted.
16. The Collective Bargaining Agreement Proposal between Hudson County Community College and The Hudson County Community College Academic Administrative Association was accepted.
17. The Collective Bargaining Agreement Proposal between Hudson County Community College and the Hudson County Community College Adjunct Faculty Federation was accepted.
18. The Employee Handbook Update was approved.

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

1. Revisions to Academic Calendar for Fall 2017 were accepted.

*HCCC proposes revisions to the Academic Calendar for Fall 2017. The major revision is to postpone the semester start from Wednesday, August, 30 to after Labor Day, Wednesday, September 6. The change of start date will allow more time for enrollment recruitment and consistency with all public schools and the 4-year institutions in Jersey City. The start of Fall 2017 semester after Labor Day necessitates an adjustment from a 15-week to 14-week semester calendar and class instructional time will be adjusted accordingly.*

*The two Faculty/Staff In-service days - College Service Day (CSD) and All College Faculty Orientation will also be adjusted as follows:*

*College Service Day – Wednesday, August 30, 2016 (all day)  
All College Faculty Orientation – Thursday, August 31, 2016, 6:00PM*

Summary of Proceedings at Board of Trustees Reorganization Meeting and Regular Meeting  
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Semester Calendar Planning							FALL 2017
Sun	M	Tu	W	Th	F	Sat	
8/13	8/14	8/15	8/16	8/17	8/18	8/19	
8/20	8/21	8/22	8/23	8/24	8/25	8/26	
8/27	8/28	8/29	8/30	8/31	9/1	<del>9/2</del>	
<del>9/3</del>	Labor Day <del>9/4</del>	9/5	Fall 2017 9/6	9/7	9/8	9/9	
9/10	9/11	9/12	9/13	9/14	9/15	9/16	
9/17	9/18	9/19	9/20	9/21	9/22	9/23	
9/24	9/25	9/26	Convocation <del>9/27</del>	9/28	9/29	9/30	
10/1	10/2	10/3	10/4	10/5	10/6	10/7	
10/8	Columbus Day 10/9	10/10	10/11	10/12	10/13	10/14	
10/15	10/16	10/17	10/18	MIDTERM 10/19	MIDTERM 10/20	MIDTERM 10/21	
MIDTERM 10/22	MIDTERM 10/23	MIDTERM 10/24	MIDTERM 10/25	10/26	10/27	10/28	
10/29	10/30	10/31	11/1	11/2	11/3	11/4	
11/5	11/6	11/7	11/8	11/9	11/10	Veterans Day 11/11	
11/12	11/13	11/14	11/15	11/16	11/17	11/18	
11/19	11/20	11/21	11/22	Thanksgiving Break <del>11/23</del>	Thanksgiving Break <del>11/24</del>	Thanksgiving Break <del>11/25</del>	
Thanksgiving Break <del>11/26</del>	11/27	11/28	11/29	11/30	12/1	12/2	
12/3	12/4	12/5	12/6	12/7	12/8	12/9	
12/10	Final Exam 12/11	Final Exam 12/12	Final Exam 12/13	Final Exam 12/14	Final Exam 12/15	Final Exam 12/16	
Final Exam 12/17	12/18	12/19	12/20	12/21	12/22	12/23	
12/24	12/25	12/26	12/27	12/28	12/29	12/30	

2. The Proposed New Academic Certificate in Personal Fitness Trainer (PFT) was approved.
3. Termination of Associate Degree in Geographic Information Science (GIS) was approved.

The meeting went into **closed session** to discuss the renewal of the President's contract.

The public meeting reconvened.

The following actions were taken concerning **new business**:

1. The President's Contract was extended through December, 2019.

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.