

**Summary of Proceedings**  
**Meeting of the Board of Trustees**  
**Tuesday, January 18, 2022**  
**5:00 p.m., via Zoom**

**Trustees Present:** Joseph Doria; Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jasmine Ngin (Student Alumni Representative); Jeannette Peña; Christopher Reber; Silvia Rodriguez; Harold Stahl

**Trustees Absent:** Adamarys Galvin

**Comments from the Public:** There were no comments from the public.

**Reports:**

1. *All College Council President's Report*

*All College Council President, Dr. Peter Cronrath, offered the following report.*

Good evening, Board of Trustees, Dr. Reber, and the HCCC community.

The All-College Council is kicking off the spring semester with some ambitious initiatives. These include, but are not limited to, redesigning the ACC website, reimagining Convocation for 2023, and adding DEI representatives to each of the standing committees through a charter revision.

Most recently, the Academic Senate updated a new Covid Syllabus Statement that will be included in all in-person class syllabi for the Spring 2022 semester.

The College Life Committee hosted a well-attended Holiday Mixer in December.

Lastly, the Space and Facilities Committee will present a draft version of the proposed Office Space Allocation Policy at the January ACC meeting. Through feedback from the community and a formal Governance Recommendation set to be presented in March, the Committee hopes to have the policy in place for fall 2022. Updates on the Academic Tower, technology procedures, and increased scholarship opportunities for students, round out the committee and ACC initiatives for spring 2022.

Thank you.

2. *Student Government Association President's Report*

*Student Government Association President Angel Beebe offered the following report.*

Good afternoon. I hope everyone had an amazing holiday!

Last month, before the holiday break, SGA hosted a winter festival where we had hot cocoa, food, vendors, Karaoke, and other fun activities. Families and friends were invited to attend with the students. This was the first event that this year's SGA planned. We all had an amazing time, and we hope to plan another event in the near future.

Over the break, SGA worked on the "30 Days of Tips" project. These tips were filmed and edited and will be posted on the SGA Instagram account. These videos review the various resources HCCC offers that a new student or even a current student may not be aware of. We hope students will take full advantage of all the wonderful benefits of being an HCCC student. We also hope students will continue to get involved by starting or joining clubs.

One of our members, Sally Elwir, a first-year criminal justice student now in her second semester, has moved into the position of Vice President of SGA for the North Hudson Campus. We are all truly proud and excited about the amazing plans she has in store.

As we enter our second semester and our last semester at HCCC, we seek new Senators who will hopefully become Executive Board members. We are all very excited to continue working on this year's initiatives and projects, and I look forward to updating all of you on our progress.

### *3. President's Report*

*President Reber offered the following remarks.*

Good evening, Trustees and colleagues.

It is wonderful to be back together again for our first Board of Trustees meeting of 2022!

This evening, we welcome Alexa Riano in her new role as Executive Assistant to the President and Board of Trustees. Alexa, we all look forward to your leadership and support for Board meetings and activities. We also welcome our new President's office colleagues, Janet Chavez, and Madeline Rivera.

Angel and Peter, thank you for your reports and your leadership.

Yesterday, as we celebrated the Martin Luther King, Jr. holiday, our college community reflected on the sacrifices, selfless acts, and struggles that so many were willing to endure for the benefit of others throughout our nation's history. HCCC community members feel a shared responsibility to remember our history, build bridges and community, and bring awareness to where more work is needed. In a note to the College community yesterday – which our valued colleague, Vice President Yeurys Pujols, helped me write – I shared the pride and gratitude I feel about all we have done together over the last three years and beyond to promote social justice and equality for all. This work has galvanized our entire HCCC family, and I thank all who are involved and making a difference.

Our HCCC community just completed College Service Day, a full day of invigorating professional development. The day's activities were offered around the theme of "Reimagining Pathways to Student Success." Dr. Davis Jenkins, Research Professor in Education and Social Policy at Columbia University and a Senior Research Scholar at the Community College Research Center, offered the keynote address. Dr. Jenkins is nationally recognized for his research on student success and community college best practices. We were also delighted that Lenore Pearlstein, President and Co-Owner of Potomac Publishing, Inc., which publishes *INSIGHT Into Diversity* magazine, spoke and presented the magazine's Higher Education Excellence in Diversity (HEED) Award to us virtually.

Our annual Philip Johnston Awards for Excellence in Teaching were presented to two valued faculty colleagues: Dr. Fatma Tat, Instructor of Chemistry, and Dr. Sirhan Abdullah, Assistant Professor of Health Services and Sciences. We congratulate Abdullah and Fatma and thank them for their excellence in teaching and service.

We also recognized 24 HCCC faculty and staff who completed our most recent offering of the Association of College and University Educators (ACUE) certificate program. ACUE offers rigorous virtual professional development programs focused on data and best practices in teaching and learning. ACUE certificate programs are highly regarded nationally. We continue to offer these certificate program opportunities for all interested faculty and staff. We thank Dr. Paula Roberson, Director of the Center for Teaching, Learning, and Innovation, for leading and coordinating the ACUE program at HCCC. And we thank Vice President Darryl Jones, Director of Faculty and Staff Development Lilisa Williams, and planning committee members for organizing a phenomenal College Service Day for our College community.

Today, I have invited two colleagues to speak about our project to scale up the overwhelmingly successful elements of our Educational Opportunity Fund, or EOF Program, to benefit more than the 200 HCCC students enrolled in that program. The project, entitled "Hudson Scholars," shows very promising early signs of having a significant, positive impact on the retention of over 700 additional HCCC students who began their studies last fall.

Joining me today are the co-chairs of this project, Dr. Gretchen Schulthes and John Urgola. Gretchen is Assistant Director of Advising and Counseling, and John is Coordinator of Institutional Effectiveness. Gretchen and John, thanks for joining us today.

*Gretchen Schulthes offered the following remarks.*

Thank you, Dr. Reber, for the introduction. Thank you so much to everyone for having us here.

The Hudson Scholars Project has been influenced by the success of our EOF program and other nationally recognized programs, such as the CUNY ASAP program. We're going to share a bit of the framing for the program and the students who are involved.

In conceptualizing this program, we wanted to consider common factors across all highly successful programs that we believe will support students' success. We are focusing on intrusive advisement and academic counseling, progress reports from faculty, and stipends linked to high-impact practices.

We recognize that our students need support and engagement with the staff. Students meet regularly with academic counselors who provide targeted support and referrals to on-campus resources. Since last summer, we have hired five academic counselors for a one-year trial of this project, and to date, 79% of the Hudson Scholar students have met with their academic counselor at least once.

Secondly, we know that faculty are committed to student success, but mechanisms often haven't been facilitated to provide faculty feedback. Therefore, we created an online forum to encourage faculty to provide data throughout the semester. Thus far, 68% of faculty have submitted student progress reports during the fall term.

Lastly, we recognize that many of the challenges students encounter in retention and completion aren't always academic. Many problems often include a financial component, and our College is committed to offering support. By completing monthly tasks and engaging with our academic

counselors, students can earn a monthly stipend of up to \$250. Thus far, 65% of students have earned at least one monthly stipend during the fall semester. These are critical pillars of this program.

In building out the *Hudson Scholars* program, we have primarily replicated components of EOF. We also looked for opportunities to expand our impact.

We began with 717 students whose first semester at Hudson County Community College was summer or fall of 2021. We wanted to serve students new to the College while also including transfer students. We also looked for students enrolled at least three-quarter time, or nine credits. Since EOF students must be full-time in their first semester, we expanded the opportunity to a larger number of students. We also limited our eligibility to exclude some programs with alternative advisement structures. For instance, some of our culinary and competitive admissions allied health programs have been excluded.

Lastly, in alignment with EOF criteria, we sought out and invited students in their final level of ESL to facilitate their timely completion of those degree requirements.

John will now share our initial data, which are quite promising.

*John Urgola offered the following remarks.*

Ultimately, the goal of *Hudson Scholars* is to try to reproduce the success that we have observed in EOF, particularly on retention. I'm happy to report the early returns have been excellent. As of January 17, 79% of Hudson Scholar students had already registered for the spring term.

In contrast to the Hudson Scholars comparison group, students meeting the same criteria but not in the trial project are currently being retained at a rate of 49%. That's about a 61% greater retention rate for Hudson Scholar students. If we isolate the Hudson Scholar students we know have worked with a counselor once at minimum, that number is even higher at 83%.

The new EOF student retention rate is also 79%. That's an excellent benchmark for us, knowing that Hudson Scholar students are being retained at the same rate as highly successful EOF students. Again, the early returns are very promising.

*President Reber resumed his remarks.*

Gretchen and John, thanks for this exciting work! This concludes my report, but Gretchen, John and I would be happy to entertain any questions or comments you may have.

### **Regular Monthly Reports and Recommendations**

- 1. The Minutes of the Regular Meeting of November 23, 2021, were approved.**
- 2. Gifts, Grants, and Contracts Report**

*The College has received the following grant:*

**Title:** Non-Credit Alignment Lab Initiative

**Agency:** Association of Community College Trustees (ACCT) and Education Strategy Group (ESG)

**Purpose of Grant:** The Noncredit and Credit Alignment Lab (NCAL) is a two-year initiative to support ten community college governance units (e.g., systems, districts, or colleges) to develop new or improved pathways between non-credit and credit programs. This initiative will leverage the framework for non-credit and credit pathway alignment to inform the design of a community of practice and set of technical assistance provisions. ACCT will provide a \$3000 stipend for the College's participation to offset the cost of data collection.

**College Administrator:** Lori Margolin

**College Contribution:** \$0

**Award Amount:** \$3,000.00 (Stipend)

The following actions were taken concerning **Fiscal, Administrative, Lease, and Capital Recommendations** brought forward by the Administration and endorsed by the Finance Committee.

1. Resolution Authorizing Payment for Gabert Library and North Hudson Campus Glass Barrier Architectural Redesigns to be funded by the American Rescue Plan (ARP) Grant, at a cost not to exceed \$65,000, was approved.
2. Resolution Authorizing Payment for North Hudson Campus Café Redesigns to be funded by the American Rescue Plan (ARP) Grant, at a cost not to exceed \$68,600, was approved.
3. Resolution Authorizing Server Upgrades Required for Remote Services and Instruction, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$430,154, was approved.
4. Resolution Authorizing Software and Maintenance Upgrades Required for Virtual Desktop Infrastructure Classrooms, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$411,698, was approved.
5. Resolution Authorizing Virtual Desktop Infrastructure Computers, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$234,825, was approved.
6. Resolution Authorizing Cloud Migration and Security Software, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$93,780, was approved.
7. Resolution Authorizing Passwordless Security Software, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$26,243, was approved.
8. Resolution Authorizing Purchase of Computers for ITV Rooms, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$42,221, was approved.
9. Resolution Authorizing Purchase of Apple Computers for the Social Science Department, to be funded by the Carl D. Perkins Grant at a cost not to exceed \$104,590, was approved.
10. Resolution Authorizing the Purchase of Apple iPads and Pencils for the Social Science Department, to be funded by the Carl D. Perkins Grant at a cost not to exceed \$36,540, was approved.
11. Resolution Ratifying and Approving Payment for Emergency Elevator Repairs at 70 Sip Avenue and 4800 Kennedy Boulevard, at a cost not to exceed \$41,553, 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 the Secretary of Academic Development and Support Services was approved.
2. The resignations of an Assistant Director, Educational Opportunity Fund; Associate Dean, English and ESL; Program Assistant (Grant-funded); and Coordinator, Early College Programs, were approved.
3. Faculty appointed to the following full-time positions were approved: Instructor, Practical Nursing; Instructor, Nursing Day Program.
4. Staff appointed to the following full-time positions were approved: Custodial Supervisor; Senior Accountant; two Student Success Coaches.
5. Appointments of Temporary Full-time Staff were approved.
6. Appointments of Temporary Full-time Faculty for Spring 2022 were approved.
7. Authorizations of Part-time Staff through January 2023, as needed, were approved.
8. Appointments of New Hire Adjunct Instructors were approved.
9. The following Modification to Staffing Table was approved:

<b><i>Current Approved Title</i></b>	<b><i>New Title/ Deleted Title (if applicable)</i></b>	<b><i>Incumbent (If applicable)</i></b>	<b><i>Salary Adjustment (If applicable)</i></b>	<b><i>Effective Date</i></b>
Coordinator, Early College Programs	Assistant Director, Early College Programs	N/A	N/A	January 19, 2022

10. Resolution to Approve Library Policies was passed.
11. Resolution to Approve Student Affairs Policies was passed.
12. Resolution Authorizing the award of Cannabis Curriculum Development Services for Hudson County Community College was approved.
13. Resolution Authorizing the award of Program Assistance Services for the JPMorgan Chase Foundation, "Gateway to Innovation" Grant, was approved.

The following actions were taken regarding **Academic and Student Affairs** as brought forward by the Administration and endorsed by the Academic and Student Affairs Committee.

1. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and Optima Health Fountains was approved.
2. Resolution Authorizing Articulation Agreement Between Hudson County Community College and the Statewide Hispanic Chamber of Commerce of New Jersey was approved.
3. Resolution Authorizing Memorandum of Understanding Between Hudson County Community College and the Association of Community College Trustees for Participation in the Noncredit-to-Credit Alignment Lab was approved.

4. Resolution Authorizing Amended Agreement Between Hudson County Community College and West Orange Board of Education for the Delivery of Culinary Arts Dual Credit Instruction was approved.
5. Resolution Approving Academic Calendars for the Winter/Spring and Summer 2023 Terms was passed.

The following comments were made under **New Business**:

*Trustee Lee offered remarks.*

I want to remind our fellow board members that the Association of Community College Trustees National Legislative Summit will be held in early February. This is an opportunity for all trustees nationwide to descend upon DC and advocate legislation beneficial to community colleges. Quite frankly, our legislators are very pro-community college.

It's an excellent opportunity to network with other trustees for continuing trustee education, which is a new requirement passed by the state legislature. ACCT will be a state-authorized vendor of that service.

ACCT is also offering a Governance Leadership Institute in Philadelphia. This is an easy opportunity to head down and get some additional trustee continuing education. Dr. Reber and Chairman Netchert were asked to speak, and Chairman Netchert has asked me if I would fill in on his behalf, which I'm glad to do. Trustee Gardner has been very active at ACCT and has attended Governance Leadership Institutes and can speak highly of them. If any other trustees would like to get some insight, Trustee Gardner would be a fantastic resource, and I'd also be glad to discuss it.

*Trustee Gardner offered her remarks.*

Surely, I'd be glad to do that. I want to note that Bakari was the first person to encourage me to attend GLI. For any trustees who haven't attended this, I encourage you to attend this Governance Leadership Institute in Philadelphia. It's great, it's fun, and it's a major learning session where you meet many good people who believe in community colleges.

The **meeting was adjourned** at 5:34 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.