

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, February 18, 2020
5:00 p.m.
Gabert Library, 71 Sip Avenue
Jersey City, New Jersey

Trustees present: Joseph Doria (via conference call); Karen Fahrenholz (Secretary/Treasurer, via conference call); Pamela Gardner; Roberta Kenny; Bakari Lee (Vice Chair); William Netchert (Chair); Jeannette Peña (via conference call); Christopher Reber; Silvia Rodriguez (via conference call); Abderahim Salhi (Alumni/Student Representative); Harold Stahl

Trustees absent: Adamarys Galvin

Comments from the Public:

Associate Professor of Psychology Dr. Patrick Moore addressed the Trustees and made the following statement:

Good evening. I would like to bring to your attention the Preferred Name Policy that's on tonight's agenda, located under the Academic Affairs section of the Board packet. I understand the use of an alias under this policy is allowed and that's okay to a point, but changing school documents to meet that alias raises a concern. My main concern is on the 4th page of the document, which states that, if I refuse to use the person's alias name instead of using their legal name, I can be disciplined. I would ask that you think about the intentionality of this policy before voting on it. Thank you very much.

Trustee Lee said he would like to learn more about this issue. Maybe the Chair of the Academic and Student Affairs Committee can address the Board. Maybe this issue should also be brought to the President's Advisory Council on Diversity, Equity, and Inclusion as well.

Trustee Doria stated that the only issue he would have with the policy is whether there are any legal requirements, as it relates to what name is presented on official College records that might impact what we can and cannot do.

Chairman Netchert and the trustees agreed to continue discussion of the proposed Preferred Name Policy at the end of the agenda, where the proposed policy is located.

Awards, Recognitions and Special Reports

1. *Student Government Association President's Report*

Student Government Association President Warren Rigby offered the following remarks.

The spring semester started with the Mix and Mingle event held at the Journal Square Campus. The SGA distributed Lucky Bamboo Plants and Bath Bombs. This week at the North Hudson Campus, we will hold the same event in conjunction with the Student Involvement Fair.

The SGA is 100% live on the recycling program at HCCC. I want to thank Ilya Ashmyan, Phi Theta Kappa, and everyone who partnered with Student Government. Our next focus is to educate our students as to what is considered recyclable versus what isn't. We are working with the ACC Space and Facilities Committee to see what that education piece should look like as a whole.

We are still in the infancy stages of planning the student versus teacher kick ball game. We are hoping to schedule it sometime during the month of April. The goal is to turn it into an end of the semester celebration. It will be an opportunity to create another great tradition here at the College.

2. *All College Council President's Report*

All College Council Vice President Angela Tuzzo offered the following report.

The College Life Committee has assigned subcommittees to plan the following events for faculty and staff:

- 2nd Annual Paint and Sip
- End of Spring Boat Cruise (to build on faculty and staff bonding)
- In collaboration with the Office of Human Resources, the College Life Committee will create an HCCC team for the May 9 Susan G. Komen Walk for Breast Cancer at Liberty State Park.

The Development & Planning Committee has decided to redo the Dollars for Scholars/Assistance Program for students, which includes Instructors helping students complete scholarship forms.

The Student Affairs Committee is looking further into the needs of child care for students, and Committee members are revising the Children on Campus Policy to be more welcoming, especially in emergency situations.

- The Committee has submitted all research and data to President Reber, and a Child Care Taskforce, led by Vice President for Student Affairs and Enrollment Lisa Dougherty, will be taking action based on the recommendations submitted by the Student Affairs Committee.

The Academic Affairs Committee has designed a survey to assess the needs and potential usage of the Testing Center as a make-up Testing Center. The survey will be distributed to the College community.

- The Library shared information on new APA and MLA guidelines that have been released along with the upcoming workshops they will provide. Faculty library guidelines will be implemented to improve uniformity across all disciplines regarding usage of the formats in student work.

- The Committee has continued to develop enhancements to online services.
- “Examity” software has been implemented for students to take the entrance exam online through the testing service.
- More policies and procedures are being worked on to improve the online student experience.

The Technology Committee is working on a printing allotment to reduce paper waste in the libraries and computer labs, which will include a Tagline, "THINK BEFORE YOU PRINT."

The Space and Facilities Committee is working on the following initiatives.

- Phase 1 – Recycling Program - Recycling is in place at 100% throughout the College. Bins have been placed in all locations and trash cans have been removed from all offices.
- Phase 2 – Recycling Program - The Education Program for recycling is underway to ensure the College community is aware of the program. It will include: “How to properly recycle flyers and public service announcements that are created by students, the Communications Department and local agencies.”
- A governance recommendation is proposed to address minor changes to the *Smoking on Campus Policy* to include vaping.

3. *President’s Report*

President Reber offered the following remarks.

Good evening, Trustees.

Warren and Angela, thanks for your reports and your leadership.

I am pleased to begin with a few recognitions.

First, I am delighted to share that Associate Professor of English Katie Sweeting has been awarded a Fulbright Scholarship that will support her teaching in India beginning next July! We congratulate Katie and thank her for her excellence!

Our Five-Star Chapter of Phi Theta Kappa International Honor Society continues to inspire our College community with their leadership and service initiatives, and the excellence they promote in our students. Recently, we learned that four HCCC students, all members of PTK and STEM majors, were selected as semifinalists for the prestigious Jack Kent Cooke Undergraduate Transfer Scholarship. They are among 456 semifinalists – out of about 1,500 applicants nationwide – who are advancing to the next level of consideration for this scholarship that provides full funding for a baccalaureate degree and often for a master’s degree. We congratulate HCCC students Abdallah Amrhar, Mohanad Mohamed, Aberahim Salhi, and Nghia Vo!

In addition, we celebrate two HCCC Phi Theta Kappa members, who are among just 42 students nationwide to be awarded a NASA Aerospace Scholars Internship in Virginia. They are Brian Ribas and Abderahim Salhi.

Abderahim will also be presenting a workshop at the upcoming Phi Theta Kappa International Honor Society Annual Convention in Dallas, Texas. I look forward to participating with our student, faculty and staff attendees at this convention, where our chapter will again be recognized as a 2020 Phi Theta Kappa REACH Chapter in recognition of our students' continuing success in College completion. We will receive 10 Phi Theta Kappa graduation stoles for students to wear at our May 21 Commencement Ceremony at Red Bull Arena. Congratulations to all members of our inspirational Phi Theta Kappa Honor Society, with very special thanks to Chapter Advisor Ted Lai!

On March 25, our PTK Chapter will celebrate its 25th Anniversary! We all look forward to celebrating that milestone accomplishment with a program and dinner beginning at 5:30 p.m. on Tuesday, March 31.

Last Thursday we hosted a standing-room-only reception for Latino community members and leaders in the Gabert Library Sixth Floor Atrium. Over 160 people attended the reception, where we discussed our shared goal of supporting the educational attainment of a larger proportion of Latino community members. The discussion and response were enthusiastic and inspirational. We plan to continue to host events such as this to further engage members of the Latino community and other Hudson County constituencies.

Several of us returned last Wednesday from Washington, DC, where the Association of Community College Trustees held the annual National Legislative Summit attended by community college Trustees, staff and students nationwide. Attending with me were HCCC Trustees Bakari Lee and Pamela Gardner; Alumni Representative to the Board of Trustees, Abderahim Salhi; SGA President, Warren Rigby; Alumnus and HCCC Admissions Representative, Hamza Saleem; Executive Vice President and Provost Eric Friedman; and Vice President Nicholas Chiaravalloti. We heard about many legislative issues of importance to our national community college sector, and we had breakfast with Senator Robert Menendez, followed by meetings with Senator Cory Booker, Congressman Albio Sires, and Congressman Bill Pascrell. Nicholas and members of Senator Menendez's staff provided us a wonderful tour of the Capitol. We were proud to have the largest contingent of New Jersey National Legislative Summit attendees for the second year in a row.

Warren Rigby and Abderahim Salhi are here this evening to share their perspectives from the NLS.

Warren Rigby offered the following remarks.

Being able to speak at the ACCT National Legislative Summit on behalf of our students as well as other students here in New Jersey was a humbling experience as well as a great opportunity. It sends an impactful, and much more powerful message to our legislative partners. We know that they are all on board as to where we want to go with our specific proposals. Hearing that student message and seeing the impact that the message laid out really drives the message home a little clearer. It gets additional support that may or may not have been there.

Abderahim Salhi offered the following remarks.

As a non-traditional immigrant coming here six years ago with no idea of what life would be like for me, the opportunity to attend the ACCT National Legislative Summit was an eye opener for

someone like me. I had the privilege of attending the conference and meeting members of Congress along with seven students from New Jersey, college presidents, and trustees. It was an experience I would have never imagined. For the first time, I had the chance to see the challenges that are facing community colleges around the country. Many of our students may be taking community college for granted and are not seeing the challenges behind the scenes. There are people who are actually working to take this advantage from us by reducing and cutting funding. As Warren likes to say, there is no better voice than the student's, being able to speak on a personal level. It was amazing and has also given me the chance to be more involved and active in the challenges that are facing community colleges. As a father, I have experienced the challenges regarding child care services facing students who have children. I will do whatever it takes to push that agenda on a national level.

President Reber thanked Warren and Rahim.

Trustee Lee offered the following remarks.

I was glad to see so many of us from this institution at the ACCT Legislative Summit. My legacy project as Chair of ACCT was the creation of the Student Advisory Trustee Committee, and so I was extremely pleased to see you there, Abderahim, participating with the other twenty students. The Student Advisory Trustee Committee is fantastic work that continues following my chairmanship at ACCT. I want to also acknowledge the work that Nicholas Chiaravalloti did to arrange the breakfast meeting with Senator Menendez. Just to see all of the state of New Jersey, and in particular this institution, so heavily committed and involved in the National Legislative Summit was really fantastic. I can't stress enough how important it was to see so many of our students there representing us, as only they can.

Trustee Gardner offered the following remarks.

Thank you for the opportunity to attend another ACCT National Legislative Summit. The highlight for me, as always, was our students. Just to hear their testimonials about what attending college means to them, their families, and their quality of life. One thing that I was happy to do this year, which was different for me, was to attend the Community College Congressional Forum. It was very informative. The chairpersons were Senators Lamar Alexander (Tennessee) and Patty Murray (Washington). They spoke about the work in progress for the reorganization of the Higher Education Act.

Senator Alexander is advocating the following initiatives.

- * Increase and continuation of Pell Grants
- * Giving those who are incarcerated a "Second Chance," an opportunity to go to school, so that when they are released from prison, they can find employment and live a good life.

Senator Murray started her career as a community college teacher, so she understands our needs. She is advocating the following initiatives.

- * Federal Work Study Program
- * Pell Grant Support
- * NJ SNAP (Supplemental Nutrition Assistance Program)

- * Child Care on Campus
- * Student Debt
- * Safety on Campus
- * Civil Rights Protection for Students
- * Sexual Assault on Campus
- * Bullying on Campus

Nicholas Chiaravalloti offered the following remarks.

The annual National ACCT Legislative Summit is a wonderful networking opportunity for colleges working together along with legislators on behalf of students. Just as everyone has attested to here, I am happy to have been a part of that as well.

President Reber added that the College thanked Senator Cory Booker, who is launching legislation to provide funding assistance to student-parents who are attending higher education.

President Reber resumed his remarks.

Our budget planning process is well underway. Budget hearings were held during the week of February 3, 2020. Vice President Veronica Zeichner and members of her budget planning committee have led budget hearings throughout the College, to which all members of the College community were invited. The budget hearings centered on staffing needs, technological innovation, capital improvements, grant opportunities, efficiencies, and enrollment projections.

Budget requests were due today. Over the next few weeks, the budget requests will be compiled, and the Cabinet will discuss assumptions regarding tuition increases and credit hour projections. Several Cabinet members and I will meet with Hudson County financial administrators Cheryl Fuller and John Inagaki on April 7, 2020. During this meeting, we will discuss the county allocation and request additional funding to support the College's continued growth around areas of central priority. We will discuss these processes with our Board Executive Committee, Finance Committee and other Board Committees as we move forward.

Our goal is to present a budget resolution at the May 12, 2020 Board of Trustees Meeting. Following Board approval, we will present the 2021 Operating Budget and Chapter 12 request to the Hudson County Board of School Estimate to complete the process. I thank Vice President Zeichner and members of her budget committee for their leadership.

I am pleased to share that our Student Center renovation is nearing completion. Furniture installation is expected to occur in the coming week, and our goal is to move staff into the building on March 2. We have scheduled a Grand Opening Celebration on Thursday, April 9 beginning at 12:30 p.m.

I am pleased to have been invited to speak at the February 25 meeting of the Hudson County Alliance for Action. I have been invited to discuss the growth of the College's physical plant, programs, and our vision for the future. My remarks will be entitled, "Transforming a Campus – Hudson County Community College." The meeting will begin at 9:00 a.m. at The Chandelier Catering in Bayonne. I thank County Executive Tom DeGise, NJCU President Sue Henderson,

and Hudson County Building Trades Council President Patrick Kelleher for the invitation to speak.

Finally, I will leave tomorrow for the annual conference of *Achieving the Dream*, which began today. I will join a team of HCCC staff and students who are already at the conference, which is being held in National Harbor, Maryland. While at the conference, we will meet with our ATD Coaches, Dr. Mary Fifield and Dr. Rene Garcia.

This concludes my remarks. As always, I would be happy to entertain any questions or comments.

Thank you, Trustees.

Regular Monthly Reports and Recommendations

1. The Minutes of the Regular Meeting of January 21, 2020 were approved.
2. Gifts, Grants, and Contracts Report - None

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 Purchase of Accuplacer Exams from The College Board of New York, New York, at the cost of \$1.95 per unit; was approved.
2. Resolution Extending Elevator Maintenance Contract to Thyssenkrupp Elevator Corporation ("Thyssenkrupp") of Cranford, New Jersey, for an additional two (2) years, February 2020 to January 2022, was approved.

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

1. Staff were appointed to the following positions: Custodial Supervisor; Research Analyst; Library Associate, Technology.
2. An Appointment was made to the following Temporary Full-time Staff Assignment through June 30, 2020: Director, Accessibility Services.
3. Appointments were made to the following Temporary Full-time Faculty Assignments Spring 2020: Instructor, ESL, Non-tenured; Instructor, Culinary, Non-Tenured; Instructor, English, Non-Tenured.
4. Appointments of New Part-time Staff through February 2021, were approved.
5. Appointments of New Hire Adjuncts, were approved.
6. Modifications of Staffing Table for FY 2020, were approved.

Section One:

Delete Title(s)

- a. Assistant Vice President for Employee Relations
- b. Facilities Worker (1)

Section Two:

Add Title(s)

- a. *Director of Human Resources*
- b. *Building Superintendent*

The following actions were taken regarding **academic and student affairs** as brought forward by the Academic and Student Affairs Committee.

1. Resolution Authorizing Preferred Name Policy (Tabled)

The trustees resumed their discussion regarding the concerns raised by Instructor Patrick Moore concerning the Preferred Name Policy.

President Reber noted that the inspiration for the policy is fueled by sensitivity to diversity, equity, and inclusion. The policy is based on Bergen County Community College's policy, which is considered to be best practice. The policy responds only to an individual's preferred use of a different first or middle name. It does not apply to any legal documents, such as admissions records, official transcripts, enrollment verification, employment and personnel records, paychecks, tax documents, financial aid records, or medical records. All of the records that require the official name to be used will remain unchanged. The preferred name, if approved, would be used internally at the request of the individual, if they follow and comply with the policy for things like college email, class rosters, or the way they want to be referred to by faculty and staff.

Trustee Lee asked President Reber how the request originated. President Reber replied that students and sometimes staff at the College periodically make this request, usually transgender individuals. This is a national phenomenon.

Trustee Gardner said that she doesn't feel there is anything wrong with the idea of a Preferred Name Policy. However, we need to look at the reference to the disciplinary action for a staff or faculty member who does not follow the guidelines.

Student Life and Leadership Assistant Dean Veronica Gerosimo reported that this is a policy that is best practice nationwide. It is verbatim to the policy at Bergen County Community College. It has been vetted by the Registrar's Office, All College Council, the President's Executive Council, and reviewed by a member of the College's legal team.

Trustee Doria expressed his concern about class rosters. The student's last name will not be changed. However, the difficulty becomes if a class roster has a different name compared to a list with grades. What happens when the grades are transferred to the computer? We don't want students to have any difficulties in the future because different names have been used. We need to have the lawyers review this.

Trustee Lee said it should be referred to the President's Advisory Council on Diversity, Equity, and Inclusion and also to the College's General Counsel.

The consensus was to table the Preferred Name Policy until the March 10 Board of Trustees Meeting. In the meantime, the policy will receive further review by College Counsel Sean Dias; the President's Advisory Council on Diversity, Equity and Inclusion; each Trustee Committee, and the Administration.

2. Resolution to Approve a Proficiency Certificate in Addictions Counseling (15 credits) [CIP Code: 51.1501], was approved.
3. Resolution Authorizing an Agreement between Hudson County Community College and the County of Hudson, for HCCC to provide technical and computer training services, at a cost not to exceed \$60,000.00, was approved.
4. Resolution Authorizing an Agreement between Hudson County Community College and the County of Hudson, in the Youth Services Commission Juvenile Detention Alternatives Initiative Program, was approved. The anticipated term is until March 31, 2020. The Agreement authorizes HCCC to provide academic and employment programs to approximately one hundred youth.
5. Resolution Authorizing Memorandum of Understanding with Rising Tide Capital of Jersey City, New Jersey, for the Food Business Program and the Food Business Resource Fair, until January 13, 2021, was approved.
6. Resolution Authorizing Agreement between Hudson County Community College and the National Society of Leadership and Success, was approved.

The **meeting was adjourned** at 5:50 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.