

**Summary of Proceedings at the
Meeting of the Board of Trustees
June 12, 2018
5:00 p.m.
Mary T. Norton Room
70 Sip Avenue, Jersey City, New Jersey**

Trustees present were: Kevin Callahan; Karen A. Fahrenholz (Secretary/Treasurer); Dr. Glen Gabert (ex officio); Pamela Gardner; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Hamza Saleem (Student Alumni Rep.); Harold Stahl

Trustees absent: Roberta Kenny; Jeanette Peña; Adrienne Sires

Comments from the Public:

1. Chairman Netchert expressed his appreciation for President Gabert's hard work and dedication over the past 25 years. He said that it has been a pleasure working with him. He wished him well on his retirement and said that he would be missed.
2. Trustee Joanne Kosakowski thanked President Gabert for his unwavering support of her during her tenure on the Board and said that she, too, will really miss him.
3. Dr. Eric Friedman, Senior Vice President, Academic Affairs, acknowledged the mentorship that President Gabert has provided him for over eleven years, which helped him develop as a leader. He added that President Gabert has "transformed this College, the employees and students who have passed through it."
4. Ismael Randazzo, former HCCC Adjunct Instructor, thanked President Gabert for his support over the years.

President Gabert thanked everyone for their kind remarks.

Awards, Recognitions and Special Reports

President Gabert gave the following reports:

1. Dr. Paula Pando, Senior Vice President, North Hudson Campus and Student and Educational Services, has been appointed President of Reynolds College in Virginia. HCCC will recognize her sometime in the near future for her service.
2. The following employees will be retiring this year: Mojdeh Tabatabaie, Professor STEM; Rafael Nivar, Director of Campus Safety and Security; and Ann Marie Frenche, Secretary, Academic Affairs. He commended them for their long service to HCCC.
3. The June Update Middle States Self-Study Report was submitted for review. (Attached)

Chairman Netchert announced that the Board would go into Closed Session to discuss litigation at the end of the meeting.

The trustees approved the **minutes of the regular Meeting** of May 8, 2018.

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 Contract for Electrical Repairs and Installation on a Time and Material Basis was awarded to Sal Electric, Co., Inc., of Jersey City, New Jersey, for a term of two years at an estimated amount of \$196,635.00 per year.
2. The Rejection of All Bids for the Award of Contract for Student Union Center Interior Renovations at 81 Sip Avenue, Jersey City, New Jersey (Dicara Rubino Project #3297) was approved.
3. The Award of Professional Maintenance Services was awarded to Johnson Controls (formerly Tyco SimplexGrinnell) of Rockaway, New Jersey, at a cost not to exceed \$41,309.00.
4. The Purchase Order Increase for Allegro Sanitation Corp., at a cost not to exceed \$17,926.98 annually, for a total not to exceed \$88,122.98 annually for the remainder of 2017-2020 was approved.
5. The Purchase Order Increase for Additional Services performed by Broadway Sunoco for Snow Plowing at a cost not to exceed \$23,571.43 was approved.
6. The Purchase Order Increase for Additional Supplies from General Plumbing Supply at a cost not to exceed \$22,000.00 was approved.

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7. The Purchase Order Increase for Completed Floor Mat Cleaning Services by Cintas at a cost not to exceed \$34,000.00 was approved.
8. The Auditing Services for FY 2018 performed by Donohue, Girona, Doria & Tomkins LLS, at a cost not to exceed \$64,500.00 was approved.
9. The Agreement for Electronic Processing Services for FY 2019 with ACI Worldwide Corp. ("ACI"), of Naples, Florida, at an approximated annual total of \$175,000.00 was approved.
10. The Professional Practice Experience Agreement between Providers First and HCCC for the Nursing Program for the anticipated term of two years was approved.
11. The New College's Campus-Wide Software License Agreement for FY 2019 with TechXTend of Eatontown, New Jersey, at a cost not to exceed \$18,020.00 was approved.
12. The Purchase of Liability & Casualty Insurance for FY 2019 provided by Borden Perlman Salisbury & Kelly Agency of Lawrenceville, New Jersey, was approved.
13. The Affiliation Agreement between North Hudson Community Action Corporation and HCCC for the Medical Assistance Program, Practical Nursing Program, and Registered Nursing Program, with anticipated term of two years commencing June 13, 2018 and continuing until June 12, 2020 was approved.
14. The Purchase Order Increase for North East Linen Supply at a total cost not to exceed \$18,000.00 was approved.
15. The Purchase Order Increase for Baldor Specialty Foods, Inc. at a total cost not to exceed \$65,500.00 was approved.
16. The Purchase Order Increase for Dairyland USA Corporation at a cost not to exceed \$59,000.00 was approved.
17. The Agreement with Harrison Board of Education, Kearny Board of Education, Bayonne Board of Education, and Union City Board of Education for use of their School classrooms for Evening Classes during the 2019 Academic Year was approved.
18. The Award of Instructional Supplies was awarded to Pocket Nurse of Monaca, Pennsylvania, through The Cooperative Purchasing Network (TCPN), at a cost not to exceed \$22,581.74 was approved.
19. The Purchase of New Dell Computers for the North Hudson Campus at a cost not to exceed \$9,858.00 was approved.

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20. The Purchase of Desks and Chairs for the North Hudson Campus from CFI of Mountainside, New Jersey, at a cost not to exceed \$19,234.00 was approved.
21. The Procurement of New Automobile for Dr. Christopher Reber commencing on July 1, 2018 was approved.
22. The Authorization to Enter into an Agreement with Rutgers for Providing Training Pursuant to a New Jersey Department of Labor and Workforce Development Grant was approved.

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

1. The retirements of a Secretary, Academic Affairs; Professor, STEM; and Director of Campus Safety and Security were accepted.
2. The resignations of Instructor, English; Executive Director of Hudson County Workforce Development Board; Director of Radiography Program; Senior Vice President of North Hudson Campus and Student and Educational Services; and Head Tutor for Math, Science, and Business were accepted.
3. Staff were appointed to the following Full-Time Faculty positions: Tenure Track Instructor, English; Instructor, Physics; and Instructor, Chemistry.
4. Staff were appointed to the following Full-Time Positions: Admissions Recruiter; Associate Dean, STEM; Associate Dean, Humanities and Social Sciences; ESL Lecturer; and Assistant Registrar.
5. Staff were appointed to the following Temporary Full-Time Assignments: Transitional Program Coordinator; and Secretary.
6. Appointment of Additional New & Continuing Part-Time Hires: July 1, 2018 – December 19, 2018.
7. Appointment of Additional New Hire Adjuncts, Summer 2018.
8. Approval of the Staffing Authorization Table for Fiscal Year 2019.
Associate Dean, Humanities and Social Sciences
Associate Dean, Nursing and Health Sciences
9. The Award of Consultancy to Content Development for Academic Pathways and Partnerships was awarded to Natalie Behman at the rate of \$50.00 per hour, anticipated engagement completion August 15, 2018, total compensation not to exceed \$2,500.00.

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10. The Award of a Consultant Agreement for Course Development and Course Updates for the Business, Culinary Arts and Hospitality Management Department was awarded to Raphael Glinbizzi, anticipated engagement completion June 15 - July 30, 2018, at a cost not to exceed \$2,163.00.
11. The Award of a Consultant Agreement for Course Development and Course Updates for the Business, Culinary Arts and Hospitality Management Department was awarded to Robert Alvarez, anticipated engagement completion June 15 - July 30, 2018, at a cost not to exceed \$2,259.00.
12. The Award of a Consultant Agreement for Course Development and Course Updates for the Business, Culinary Arts and Hospitality Management Department was awarded to Victor Moruzzi, anticipated engagement completion June 15 - July 30, 2018, at a cost not to exceed \$2,202.00.
13. The Award of a Consultant Agreement for Course Development and Course Updates for the Business, Culinary Arts and Hospitality Management Department was awarded to Nasar Albarghouthi, anticipated engagement completion June 15 - July 30, 2018, at a cost not to exceed \$2,163.00.
14. The Stipend for Jeannette Lim for expanded responsibilities (Office of Institutional Research and Planning/Grants Office) for the period of July 1, 2018 to June 30, 2019 was approved.
15. The Stipend for Nydia James for expanded responsibilities in the (Office of Institutional Research and Planning/Grants Office) for the period of July 1, 2018 to June 30, 2019 was approved.
16. The Stipend for Dayneesa McMillan for expanded responsibilities for work with the Perkins Grant for the period of July 1, 2018 to June 30, 2019 was approved.
17. The Stipend for Kevin Eng for expanded responsibilities for work in the Information Technology Department for the period of July 1 - August 21, 2018 was approved.
18. The Collective Bargaining Agreement Proposal between Hudson County Community College and the Hudson County Community College Adjunct Faculty Federation from September 1, 2017 through August 31, 2018 was approved.
19. The Updated Hudson County Community College Non-Discrimination/Anti-Harassment Policy was approved.
20. The Authorization to Negotiate and Execute Shared Services Agreement with the City of Jersey City, The County of Hudson, and Hudson County Community College for Workforce Investment Board Director Services was approved.

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

1. The Auto-Graduation Policy was approved.

The Board went into **closed session** to discuss litigation issues.

The Board came out of closed session and the **meeting reconvened**.

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

1. A Settlement Agreement and General Release was Approved.

The meeting was **adjourned** at 6:15 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.