

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



**Summary of Proceedings at the
Regular Meeting of the Board of Trustees
August 8, 2017
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); Joanne Kosakowski (via conference call); William Netchert (Chairman); Jeanette Peña; Adrienne Sires; Joseph Zarra

Trustees not present were: Bakari Gerald Lee (Vice Chair); Roberta Kenny; Harold Stahl; Jahrell Thompson (Student Alumni Representative)

Comments from the Public: There were no comments.

Awards, Recognitions and Special Reports

President Gabert reported on the following:

- September 18th --- NJCCC Education Session, East Windsor
- September 19th --- 10:00 a.m. STEM Building Dedication
- September 29th -- Foundation Subscription Dining Series begins
- October 10th --- Visit by Commissioner, Middle States Association
- October 10th --- Board of Trustees Meeting – in anticipation of Middle States Commissioner’s visit – President Gabert requested the relocation of meeting from North Hudson Campus to Journal Square Campus – Mary T. Norton Room, 70 Sip Avenue.

- Enrollments are up 8-10%.
- President Gabert said that August 11th will mark his 25th year anniversary as President of HCCC. He thanked the Board of Trustees for their continuous support and leadership throughout the years.

The trustees approved the **minutes of the Regular Meeting of June 13, 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 purchase of New Models for the STEM Building was awarded to VWR (NJ State Contract Number 75846) at a cost not to exceed \$95,740.57.
2. The purchase of New Microscopes for the STEM Building was awarded to VWR (NJ State Contract Number 75846) at a cost not to exceed \$81,065.04.
3. The purchase of New Masterclave for Microbiology and Equipment for the STEM Building was awarded to VWR (NJ State Contract Number 75846) at a cost not to exceed \$80,752.58.
4. The Purchase of Internet Services for FY18 was awarded to NJEdge.net of Newark, New Jersey, at a cost not to exceed \$146,373.00.
5. The Renewal of College's Campus-Wide Software License Agreement for FY18 was awarded to GHA Technologies, Inc. of Phoenix, Arizona, at a cost not to exceed \$59,441.51.
6. The Purchase of New Cell Biology Teaching Supplies and Equipment for STEM Building was awarded to BioRad Laboratories at a cost not to exceed \$32,315.00.
7. The Award of a Food Services and Supplies Vendor for Culinary Arts Department for FY18 was awarded to Sysco Food Service of Jersey City, New Jersey, at a cost not to exceed \$50,000.00.
8. The Award of a Specialty Food Vendor for Culinary Arts Department for FY18 was awarded to Baldor Specialty Foods, Inc. of Bronx, New York, at a cost not to exceed \$60,000.00.

9. The Award of a Seafood Vendor for the Culinary Arts Department for FY18 was awarded to Blue Ribbon Fish Co. Inc. of Bronx, New York, at a cost not to exceed \$40,000.00.
10. The Award of a Dairy/Food Vendor for Culinary Arts Department for FY18 was awarded to Dairyland USA Corporation of Bronx, New York, at a cost not to exceed \$50,000.00.
11. The Award of a Food Vendor for the Culinary Arts Institute for FY18 was awarded to Green Tree Packing Co. of Passaic, New Jersey, at a cost not to exceed \$50,000.00.
12. The Award of Food Services, Equipment and Supplies Vendor for Culinary Arts for FY18 was awarded to M. Tucker Co., Inc. of Paterson, New Jersey, at a cost not to exceed \$30,000.00.
13. The Resolution to Amend the June 2017 Resolution #6 and to award the purchase of projectors to Office Business Systems (OBS) of Lincoln Park, New Jersey, was approved at a total cost not to exceed \$128,172.00.
14. The Purchase of Gym Equipment was awarded to Gym Source of Hartford, Connecticut, at a cost not to exceed \$23,000.00.
15. Affiliation Agreement between Comprehensive Medical Evaluations and HCCC for the Medical Coding Program for the anticipated term of two years commencing September 2017 and continuing until September 2019 was approved.
16. Affiliation Agreement between Dr. Felix Roque-Pain Relief Center of Union City, New Jersey and HCCC for the Medical Coding Program for the anticipated term of two years commencing September 2017 and continuing until September 2019 was approved.
17. The Purchase of New Dell Computers for STEM Building was awarded to Dell (NJ State Contract#: 89967) at a cost not to exceed \$60,053.70.

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

1. The resignations of a Dean of Non-Traditional Programs; Library Associate, Technology; and Director, Community Education were accepted.

2. Staff were appointed to the following full-time positions: Interim Associate Dean, Social Sciences; Lecturer, Math/Physics; Grants Officer; Interim Director of Continuing Education; and Evening, Weekend & Off-Site Programs Coordinator.
3. Staff was appointed to the following full-time position (CarePoint Transition): Lecturer, Radiography Program.
4. Staff were appointed to the following temporary full-time assignment: Assistant to the Registrar; and Coordinator, Writing Center.
5. Staff were appointed to the following temporary full-time faculty assignments: Instructor, ESL (2); Instructor, Foundation Math; Instructor, Business; Instructor, English (2); Instructor, History; Instructor, Chemistry; Instructor, CBI & CAI; Instructor, Criminal Justice; Instructor, Physics/Math; and Instructor, Speech/Mod. Language.
6. Appointment of Additional New & Continuing Part-Time Hires: July 1, 2017 – December 31, 2017.
7. Appointment of Additional New Hire Adjuncts Fall 2017.
8. Award of Consultant Services for Title V – Picking up the Pace Grant was awarded to Elizabeth Nesius, Director of English, through December 20, 2017 at rate of \$37.55 per hour, at a cost not to exceed \$5,000.00.
9. Award of Consultant Services to Review New Program in Medical Sciences – Pre-professional was awarded to Dr. Krista M. Wolfe, engagement to be completed by October 1, 2017, at a cost not to exceed \$2,500.00.
10. Award for Title IX and Harassment Training was awarded to Safe Colleges for five years, beginning September 1, 2017 until August 31, 2022, at a cost not to exceed \$6,400.00.
11. The Updated Hudson County Community College Non-Discrimination/Anti-Harassment Policy was approved.

The following action was taken regarding **new business**:

The **meeting was adjourned** at 5:25 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.