

Summary of Proceedings
Meeting of the Board of Trustees
Tuesday, May 9, 2023
5:00 p.m., In-person and via Zoom

Trustees Present: Edward DeFazio; Joseph Doria; Pamela Gardner (Secretary/Treasurer); Frank Gargiulo; Roberta Kenny; William Netchert (Chair); Jeanette Peña; Harold Stahl; and Christopher Reber.

Trustees Absent: Bakari Lee (Vice Chair); Daniel Menendez (Student Alumni Representative); and Silvia Rodriguez.

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

Report:

1. Student Government Association President's Report

Student Government Association President, Sally Elwir, offered the following report.

Hello, Trustees, staff, faculty, and students. It is great seeing you all here today.

Since we last met, the Student Government Association (SGA) has been wrapping up the academic year. We held elections for a week for the upcoming executive board. At the Student Club and Leadership Recognition and Advisor Appreciation Dinner, I announced the names of those who won the elections. I will introduce them next month at my last Board meeting report. We ended the year with the new executive board throwing the graduating SGA members a farewell party.

Throughout the year, I have had the privilege of speaking to you about some of my fellow student leaders. Today, I have invited those great student leaders here to introduce them to you. These students are graduating on May 17.

Aira Daal

Aira is a Psychology major. She is the President of the National Society of Leadership and Success (NSLS). Since becoming president, membership in NSLS has grown. Aira's leadership highlights her level of engagement with NSLS members. She is responsible for managing the HCCC NSLS Instagram profile and has done this stupendously by posting words of encouragement, updates, and videos on how to get involved in NSLS.

Yolanda Torres

Yolanda is an Early College Education major and is an active member of SGA. She is very involved, always willing to help during our events, and is the first to arrive at our SGA meetings. In addition, Yolanda is a great advocate for diversity, equity and inclusion (DEI), completing the DEI Student

Passport Program twice. She is a College Student Success (CSS) mentor to new students at HCCC. She does all of this while also being a parent.

Klaudia Zwonik

Klaudia is an Early College Education major who established and serves as the President of the Teacher Education Club. She is also the Vice President of Scholarship for Phi Theta Kappa (PTK), where she represented HCCC in various national conferences. Another important position she holds is Director of Social Media for the English as a Second Language (ESL) Club.

Kadiatou Camara

Kadiatou is a Nursing major. She is an outstanding peer leader who works in various offices, including Advisement, Student Life and Leadership, and Enrollment Services. She serves as the Secretary of NSLS, keeping track of meeting minutes, emailing members, and speaking at broadcast events. She also serves as the Vice President of the ESL Club. She demonstrates what is required to be a reliable and admirable leader.

Kira Khan

Kira is a Biotechnology major. While at Hudson, Kira became a great leader involved in multiple clubs. She is the Historian of the Business and Accounting Club, a member of the Psychology Club, and the Health and Science Club. She acts as the Co-Vice President of SGA for the Journal Square Campus (JSQ), and has taken the lead in recruiting members. One of Kira's best attributes is that she is well-connected with the student body and listens to all of their concerns. Kira is very engaging, funny, and a hard worker.

Cardy Deriston

Cardy is an Engineering Science major who excels academically. His roles include President of the Podcast Club, Director of Finance for SGA, and member of the Model UN. Cardy has done an amazing job in bringing back the Inter-Club Council meetings and keeping track of the SGA and other club budgets. Cardy's position allowed him to connect with various student leaders, giving meaningful advice to them. He is wise, respectful, and honest.

Brian Rivera

Brian will be graduating with an Associate in Medical Science Pre Professional degree. During his time at Hudson, he was a federal work-study student at the Office of Student Life and Leadership, became President of the Student Programming Board, and the Director of Intercollegiate Athletics for SGA. Brian has been the students' voice in bringing athletics to the college. I have had the pleasure of working with my dear friend Brian and noticed that he never says no and is always willing to help. He is a gentleman and a team player.

Paulina Sonza

Paulina is majoring in Business and Accounting while working part-time at the Office of Student Life and Leadership. She is President of the Business and Accounting Club, Social Media Manager for "It's On Us," and Director of Communications for SGA. Paulina has successfully showcased the Asian culture, hosted a Business Expo, co-hosted the International Fashion Show, and much more. Paulina is talented in social media and programming. I loved working with her and plan to continue working alongside her.

Ella Mukasa

Ella is graduating with an Associate in Business and Accounting degree. She serves as President of PTK, Vice President of the Podcast Club, and Director of Community Service Outreach for SGA. At Hudson, Ella became a federal work-study employee at the Office of Transfer Pathways. She completed the Goldsman Sachs program, was accepted into the Kaplan program, and became the semifinalist for the Jack Kent Cooke scholarship. Her leadership is admirable; she helped many student leaders on their journey. Ella is a prime example of an ethical and patient leader.

Tiana Malcolm

Tiana is a Psychology major who plans to become a forensic psychologist. She has various leadership roles, including the Director of Community Outreach for Model UN, President of the President's Advisory Council on Diversity, Equity and Inclusion (PACDEI) Student Action Group, and Director of DEI for SGA. Tiana led the PACDEI Student Action Group in petitioning to acknowledge Eid and Diwali as holidays on the academic calendar. Her strong and inspiring leadership flourishes when she is advocating the needs of our diverse student population. She is reliable in leading an SGA meeting; she is persistent and ensures that the meetings run smoothly. Tiana was awarded the Building Equitable Leaders Scholarship for NSLS.

Thank you, graduating student leaders, for your hard work. It has been amazing getting to know and work with you all. I wish you the best of luck in your upcoming academic journey.

Thank you, all.

Chairman Netchert offered the following remarks.

Since Trustee Lee isn't here, I'm sure he would have said, you improved since last month. Keep up the good work!

2. All College Council Chair's Report

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

Good evening, Trustees, Dr. Reber, and HCCC community members.

Tonight, I would like to provide a year-end review of the accomplishments of the All College Council. I apologize in advance if my report is a little longer tonight.

Some notable Governance Recommendations (GR) have included: the transition of the Academic Affairs Committee to the Academic Senate, the addition of DEI representatives to each of the standing committees and the Academic Senate, the recommendation to move Convocation from the middle of the semester to the first day starting fall 2023, beginning to address the Artificial Intelligence (AI) integration into higher education, and the creation of a syllabus addendum for all updated syllabus statements that faculty can utilize college-wide.

These are just a few impactful recommendations the ACC has worked on and implemented over the past two years.

I will continue with more specific Committee Year-End Highlights:

Academic Senate

- Passed a GR for Remote Attendance Guidelines
- Passed a GR for Remote Instruction Recommendations for Faculty members.
- Passed a GR on Remote Course Guidelines for students.

- Passed a GR for a Mental Health Syllabus Statement to be added to the syllabus addendum.
- Formed a task force to research the implications of AI assistive tools in higher education.
- Formed a subcommittee to research grading scales used across the college and then made recommendations to the Office of Academic Affairs.
- Worked with the Add/Drop Committee to create guidelines for the procedures regarding students adding classes late.
- Worked with the Dean of Academic Development and Support Services to update the Faculty Handbook.
- Worked with Academic Affairs and Student Affairs to update the Academic Integrity Syllabus Statement.

Development and Planning Committee

- Supported the HCCC Foundation with volunteers throughout the semester.
- Created the “Ignite HCCC’s Future” fundraising initiative that began with Commencement 2022.
- Promoted the Johanna Van Gendt Scholarship.
- Added the Javeed Khan Essay Contest.
- For fall 2023:
 - The committee is looking for a new chair and secretary; if interested, please let me know.
 - The new leadership will revisit potential revisions to the charges of the Development and Planning Committee.

College Life Committee

- The 2nd Annual Professional Development Day for faculty and staff was held on March 29.
- Participation in Steps for Wellness Initiative that started during the pandemic continues to grow. An estimated 100,000 miles have been walked by all participants up to this point.
- Holiday Get Together events continue to maintain a positive vibe on campus.
- Paint and Unwind activities are always a hit every semester.

Student Life Committee

- Started a Veterans work-study program to assist Veterans on campus.
- Open forums and group sessions held by Hudson Helps for student parents, discussing needs and providing feedback so HCCC can better support them.
HCCC has partnered with Generation Hope and will be a part of their FamilyU Cohort beginning in July 2023. This will provide HCCC with resources and additional education on better serving our student parents.
- In January 2023, HCCC received the Hunger Free Grant submitted by Hudson Helps and was awarded \$75K.
- In May 2023, HCCC received an additional \$25K towards the Hunger Free Grant submitted by Hudson Helps.
- HCCC has been an official partner with Swipe Out Hunger since January 2023.
Hudson Helps has created and will have available “swipe out hunger meal plan cards” in fall 2023 for students in need.

Space and Facilities Committee

- Gender Neutral restroom signs for all single-stall restrooms on campus have been posted.
- The Honors Lounge and Prayer room were refreshed with SGA input, adding new furniture and a fresh coat of paint.
- STEM Courtyard Garden project has bloomed, making the campus appear green.

- Courshedog trainings took place in April for all coordinators.
- Furniture has been placed on the JSQ terrace and the NHC terrace.
- NHC Cafe is expected to be ready by mid-Summer.
- Digital Signage initiatives have begun to take place at the college.

I hope that addressing parking availability continues to be a priority of the Space and Facilities Committee with the support of the administration and the board in the upcoming years.

Technology Committee

- Collaborated with different departments and created campus spaces and technology lists for Online Proctored Exams.
- In collaboration with the Center for Online Learning (COL), members shared Honorlock information with students and faculty for online proctored testing.
- Organized the faculty workshops using Webex for virtual class meetings.
- Worked with Information Technology Services (ITS) to ensure coverage on the Help Desk of the Student Center and the kiosk for after-hours.
- Fischer Identity's Access Management platform will be adopted to provide secure, cloud single sign-on access with strong password governance.
- Participated in the Turn-It-In demo for the selection of online plagiarism detection software.
- Discussed multi-factor authentication issues for users without a smartphone. ITS has acquired a device called YubiKey as a solution.

As my term as Chair of the ACC ends, I want to say it has been a privilege to represent and report on the college's shared governance of the All College Council for the past two years. This will be my last report, with the next ACC report being presented in August by the newly elected ACC Leadership team: Chair, Dr. Chris Cody; Vice-Chair, Raffi Manjikian; and Secretary, Sarah Teichman. Chris, Raffi, and Sarah, please continue the path of creating excellence at HCCC that the past ACC leadership has set forth.

I will conclude by thanking my Vice Chair, Sharon Daughtry, and Secretary, Karen Galli, for their efforts and wish them good luck in their doctoral programs.

Thank you.

Chairman Netchert offered the following remarks.

Thank you for your years of service.

Dr. Cronrath offered the following remarks.

It's been a pleasure and a joy. Thank you.

3. President's Report

President Reber offered the following remarks.

Good evening, Trustees, colleagues, and students. It's great to be back together again for our May meeting.

Sally and Peter, thank you for your reports and leadership!

Peter, thanks for leading the All College Council in another highly productive year!

This is an exceedingly busy and happy time as we celebrate student achievement and prepare for our 46th Commencement Ceremony next week at Red Bull Arena!

Sally, we so look forward to your Valedictory Remarks at our May 17 Commencement, and to celebrating the accomplishments of you and your peers who are members of the Class of 2023!

In recent meetings, we have discussed emerging Artificial Intelligence capabilities and issues.

This evening, I have invited Patricia Clay and Mathew LaBrake to offer a report about ChatGPT and Other Generative AI Tools at HCCC.

As you are aware, Trisha is Associate Vice President for Information Technology Services and Chief Information Officer; and Matt is the Executive Director of our Center for Online Learning.

Trisha and Matt, thanks for joining us this evening.

Patricia Clay and Matt LaBrake discussed [Generative AI at HCCC](#).

Patricia Clay offered opening remarks.

Good evening, Trustees, faculty, staff, students and guests. Today, Matt and I will give you some background on Generative AI, such as ChatGPT, and how it is managed at HCCC.

You have heard of ChatGPT, which works with text. Other Generative AI works with art/photos, sound/music, and video.

Large Language Model (LLM) is a machine learning model that pulls from huge data sets, which may connect to the Internet or be closed. Powerful computers power these algorithms so that they return results quickly. These matching patterns result in new content but will not create new patterns. It learns based on the parameters given.

On the screen is an example of text progression from Jane Austen's writing, and it was run on a laptop, not a supercomputer or bank of computers. This should give you an idea of the evolution of the process. It goes from complete gibberish to something that looks a little bit like English and then, after 30,000 rounds of training, is a more coherent example.

AI has several issues currently, not unlike many technologies.

There are ethics and security concerns. On the ethics side, there is always a concern about whether permission was granted to train on those data. For example, artists' art is being used without their consent, or a text that you may have typed into a chat and AI does not have permission for its use.

Following existing patterns perpetuates bad outcomes and can be oppressive. If there's been some bias, then it will repeat the bias. There are issues with access because large language models are almost exclusively in English. They also consume large amounts of energy and require Internet access.

Regarding security, your input is used to train the AI further, so they consume the information you give it. People may feed it sensitive information like personal data. This information can be used to craft more convincing phishing and fraud. Like all emerging technology, the problems tend to emerge first.

Other past emerging technology include telephones, personal computers, the Internet, and smartphones. These are previous examples of disruptive technologies that remade the economy and social fabric.

One example, if you remember yellow pages, was this really big book with people's and businesses' phone numbers and ads delivered to your door. This no longer exists. Now we have everything in your phone at your fingertips.

Generative AI can result in misinformation. The AI scholars came up with a term for this, and it's called an hallucination. An example of this is if you ask it, "What's the most cited economics academic

resource?" it gives you a completely fake title, two authors, one of whom is a real person, and the other who is not, and it says that this fictitious book was written in 1969. Another example was when ChatGPT reported a mayor in Australia to have been convicted of fraud when he was the whistleblower on the case. He is currently suing. However, higher education has a critical role in both the guardrails needed for AI and with responsible use of AI for our students and ourselves.

Matt will now discuss HCCC's current response to generative AI with guard will, rails, tools, and education.

Matthew LaBrake offered his remarks.

Thank you, Patricia, for helping us better understand Generative AI. I will discuss how the majority of higher education is responding, and, specifically, what we're doing here at Hudson.

As I was preparing my notes for this update, I organized my thoughts into four buckets, or what I call the four Es, of how higher education should react to generative AI. We should be **empowering** our faculty with the tools to make informed decisions, **enhancing** or rethinking our traditional assessments, **educating** our community on how to use AI ethically and appropriately, and **embracing** it in our teaching practices to boost instructor productivity.

Generative AI can and will be used by our students to cheat. A survey from April shows that over 20% of students admit to having used Chat GPT or a similar tool to help complete an assignment or exam.

The first E is for empowering our faculty with tools to make informed decisions.

The Center for Online Learning and ITS will ensure that we have appropriate academic technologies in place to help combat academic misconduct at Hudson. For example, we provide access to remote proctoring, browser lockdown, and an identity verification solution called Honorlock, which is used on high-stakes online exams or major writing assignments. We also provide access to an online plagiarism detection tool in Canvas; and over the summer, we will be moving to a product called Turn-It-In.

- Just last month, Turn-It-In released new AI detection functionality, allowing instructors to see how much of a student's writing submission is authentic human writing versus AI-generated content.
- Turn-It-In also provides a new report that compares a student's submission with other work they've submitted across all their classes.

Turn-It-In and Honorlock are high-quality tools that will provide faculty with the data they need to make informed decisions about using AI in their classes. However, we should not rely on these tools completely, but, rather, treat them as one source of information that we use to help make an informed decision. Technologies like these are just a bandaid to cover the problem, bringing me to my next point.

The next E is enhancing or rethinking traditional assessments. The real solution to combatting the use of generative AI for cheating is to rethink our curriculum.

- Can we update our assignments to require active learning, original research, timely issues, hands-on projects, or localized knowledge?
- Can we ask students to create something rather than respond?
- Rather than a traditional test or essay, can we ask students to record a video presentation? Could they create a podcast, infographic, or screencast, or demonstrate their learning in a different way altogether?

The strategies employed here will look different in every discipline and every course, but, ultimately, developing creative and authentic assessments will promote a deeper level of engagement and understanding while simultaneously discouraging academic misconduct.

Looking to the fall semester, the COL is planning for some special professional development opportunities for faculty on these topics.

The next E is educating our faculty and students on how to use AI ethically and appropriately. I started by focusing on ways to combat cheating with AI, as I know this topic is currently on our minds. However, I believe that we should embrace AI in higher education, and our focus should be on educating students on how to use these tools responsibly.

- Without a doubt, generative AI will be part of our students' future careers.
- Some jobs will naturally be eliminated, but many more will be created, and those who fill these new roles will require in-depth knowledge of generative AI to be successful.
- In fact, there is an article projecting that “prompt engineer” will be one of the fastest growing careers over the next five years, along with data scientists and cybersecurity professionals.
- We need to educate our faculty on how to integrate AI into the curriculum so they, in turn, can provide opportunities for our students to learn how to use these tools.

It's also important that we put policies in place to make it clear to students what our expectations are. I'm pleased to share that we're moving full speed ahead in this area, thanks to the work of the Academic Senate. Dr. Cronrath has been updating us on this work, which will ultimately lead to an enhanced academic integrity policy in the student handbook and a syllabus statement about the use of generative AI. This could arguably be the most important step we're taking, as it ultimately sets expectations for students to use AI ethically and appropriately.

The last E is embracing generative AI in teaching to boost instructor productivity.

Within the next year, the current EdTech market will be saturated with new tools for teaching and learning with AI.

- I just heard a pitch from a startup called Power Notes, which promises an application that facilitates the process of research and writing with AI tools, allowing students to embrace AI as a research assistant while providing faculty with insights along the way.
- By the end of the decade, I predict that tools like this will be commonplace in the classroom.

Additionally, as educators, we should lead by example by ethically embracing generative AI to save time and improve our workflows. The COL team has been using ChatGPT for months now to get creative inspiration for curriculum development and course design.

- Want to know one of the best ways to test your writing assignment? Run it through ChatGPT and see what you get back.
- Want to improve your writing prompt? Ask ChatGPT to rewrite your discussion question incorporating higher-order Blooms' skills.
- Or better yet, input your current assignment, and ask ChatGPT for five strategies to promote critical thinking and active learning.

In closing, we thank you for your time today and will now take any questions.

Trustee Peña offered her remarks.

I was so intrigued reading about Chat GPT. I tried it by inputting some of my daughter's assignment questions. I must say, I was relieved with the results and how basic the responses were. If she were to hand those responses in, it would be a C at best with a lenient professor. It's not as advanced as I thought, but, eventually, it will get there.

You are being quite proactive, and it's better to be prepared. We are going to have to embrace it.

Chairman Netchert offered his remarks.

This is frightening to me. Like Bitcoin, everybody likes it and wants to use it, but I have no knowledge about it. Thankfully Trustee Peña can give her opinion and guide us along the way.

President Reber resumed his remarks.

Trisha and Matt, thank you for your strong and collaborative leadership!

Trustees, this concludes my report.

Regular Monthly Reports and Recommendations

1. The Minutes of the Regular Meeting of April 11, 2023, were approved.

2. Gifts, Grants, and Contracts Report

Hudson County Community College has received the following grant:

Title: Water Workforce Utility Pilot Program

Agency: New Jersey Future

Purpose of Grant: To educate, train, and place graduates into employment opportunities within the water sector.

College Administrator: Lori Margolin

College Contribution: \$0

Award Amount: \$37,100

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 Rejecting All Bids for the Award of Contract For 119 Newkirk Street Demolition was approved.
2. Resolution Authorizing Electrical Services for ITV Projects, to be funded by the American Rescue Plan (ARP) Grant at a cost not to exceed \$51,310, was passed.
3. Resolution Authorizing Award of Audit Contract for Fiscal Year 2023, in an amount not to exceed \$81,000, was approved.
4. Resolution Authorizing Renewal of College-Wide Telephone System Services, to be funded from the operating budget with the rates set forth in the State Contract, was approved.
5. Resolution Authorizing Renewal of Canvas Cloud Software, to be funded from the operating budget at a cost not to exceed \$176,939, 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 an Academic Counselor was approved.
2. Appointments of Full-time Staff were approved.
3. Appointments of Full-time Faculty were approved.

4. Appointments of Temporary Full-time Staff were approved.
5. Reappointments of Tenure-track Faculty for academic year 2023-24 were approved.
6. Reappointments of College Lecturers, Non-Tenured, for academic year 2023-24 were approved.
7. Authorizations of Part-time Staff through May 2024, as needed, were approved.
8. Appointments of New Hire Adjunct Instructors were approved.
9. The following Modifications to the Staffing Table were approved:

Current Approved Title	New Title	Incumbent (If applicable)	Salary Grade and Salary Adjustment (If applicable)	Effective Date
N/A	Student Success Coach, Nursing	N/A	Grade 109	May 10, 2023
N/A	Retention Specialist, Nursing	N/A	Grade 109	May 10, 2023

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 Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and AHS Hospital Corp. for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
2. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and Hackensack Meridian Health for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
3. Resolution Authorizing Renewal of Affiliation Agreement Between Hudson County Community College (HCCC) and University Hospital for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
4. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and the Department of Veterans Affairs for Clinical Experiences in HCCC's Practical Nursing (PN) Program was approved.
5. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and the Department of Veterans Affairs for Clinical Experiences in HCCC's Registered Nursing (RN) Program was approved.
6. Resolution Authorizing Affiliation Agreement Between Hudson County Community College (HCCC) and Fab Fitness Studio for Internship Experiences in HCCC's Exercise Science and Personal Fitness Training Programs was approved.
7. Resolution Authorizing Renewal of Agreement Between Hudson County Community College (HCCC) and the Hudson County Department of Housing and Community Reintegration for the Delivery and Expansion of the Academic and Workforce Pathways Program in Partnership with the Department of Corrections and Rehabilitation was approved.
8. Resolution Authorizing Agreement Between Hudson County Community College (HCCC) and the Hudson County Department of Housing and Community Reintegration for the Delivery of the HCCC Skills Training Academy was approved.

The **meeting was adjourned** at 5:41 p.m.

*Summary of Proceedings of the Board of Trustees Meeting
May 9, 2023*

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.