

**Summary of Proceedings at the
Reorganization Meeting and Regular Meeting of the
Board of Trustees
Tuesday, November 20, 2018
5:00 p.m.
Mary T. Norton Room, 70 Sip Avenue
Jersey City, New Jersey**

Trustees present: Kevin Callahan (via conference call); Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Roberta Kenny; Joanne Kosakowski; Bakari Lee (Vice Chair); William Netchert (Chair); Jeanette Peña; Christopher Reber; Harold Stahl.

Trustees not present: Adrienne Sires.

Annual reorganization meeting call to order: The annual reorganization meeting was called to order by Chairman Netchert at 5:00 p.m.

Alumni/Student Representative: Alexandra Kehagias was sworn in as the new Alumni/Student Representative.

The following **trustees were elected as board officers** for the term extending through November, 2019: William Netchert, Chair; Bakari Lee, Vice Chair; and Karen Fahrenholz, Secretary/Treasurer.

The board approved its regular meeting schedule through November, 2019. Meetings were scheduled for January 15, February 19, March 12, April 9, May 14, June 11, August 13, September 10, October 8, and November 26.

John Curley, LLC of Jersey City, New Jersey, was designated as **Real Estate Counsel** for the term of November 1, 2018 through October 31, 2019 at a proposed hourly rate of \$150, consistent with the prior year.

Scarinci and Hollenbeck of Lyndhurst, New Jersey, was designated as **General Legal Counsel** for the period of November 1, 2018 through October 31, 2019 at a proposed hourly rate of \$185, an increase of 5.75% from the prior year.

(continued)

Chairman Netchert announced the appointments to the following **Board Committees**.

MEMBERS OF STANDING COMMITTEES AND AD HOC COMMITTEES OF THE BOARD OF TRUSTEES FOR 2019

| | |
|---|---|
| <p>STANDING COMMITTEES:</p> <p>EXECUTIVE COMMITTEE William Netchert (Chair) Bakari Lee (Vice Chair) Karen Fahrenholz (Secretary & Treasurer)</p> <p>ACADEMIC & STUDENT AFFAIRS COMMITTEE Karen Fahrenholz (Chair) Alexandra Kehagias, Student Alumni Representative Pamela Gardner Roberta Kenny Jeannette Peña</p> <p>CAPITAL PROJECTS ADVISORY COMMITTEE William J. Netchert (Co-Chair) Adrienne Sires (Co-Chair) Harold Stahl</p> <p>FINANCE COMMITTEE Bakari Lee (Chair) Kevin Callahan Adrienne Sires</p> | <p>PERSONNEL COMMITTEE Joanne Kosakowski (Chair) Kevin Callahan Karen Fahrenholz Harold Stahl</p> <p>COLLEGE COMMENCEMENT COMMITTEE Bakari Lee, Trustee Liaison to College Commencement Committee Alexandra Kehagias, Student Alumni Representative</p> <p>FOUNDATION LIAISON Karen Fahrenholz</p> <p><i>Ad Hoc Committees will be formed as needed.</i></p> |
|---|---|

The reorganization meeting was then adjourned and the trustees immediately reconvened to conduct the **regular monthly business meeting**.

Comments from the Public:

Former ESL Instructor Ismael Randazzo thanked the HCCC Department of Cultural Affairs for the *WWI: Beyond Flanders Field Exhibit* and *WWI Pros & Poetry* held at the Dineen Hull Library.

(continued)

Awards, Recognitions and Special Reports

1. Student Government Association President's Report

Student Government Association President Rhoda Alaribe gave the following report on the progress of the SGA since the Fall 2018 semester.

- The new spacious shuttle buses with HCCC logo have been well received and serve as a formal advertisement for the College.
- There is an increase in student involvement.
- Students currently have use of a temporary lounge in the STEM Building.
- An ongoing concern of students is when the new Student Center will be available for students.

2. All College Council President's Report

All College Council President Denise Rossilli gave the following report on current ACC initiatives.

College Life Committee:

- Sip and Paint event for faculty and staff before the Christmas holiday
- Zuma and Yoga Lessons
- New Faculty Mentoring Program
- Health Fair, Spring 2019

Technology Committee:

- Plagiarism Check System Program, Spring 2019

Development and Planning Committee:

- In collaboration with the HCCC Foundation and Cultural Affairs Department - fundraiser to create a scholarship for ESL students in honor of faculty member Johanna Van Gendt, who passed away in 2017.
- One Stop Day, Spring 2019 - in collaboration with Enrollment Services Department – faculty will work with students in writing essays for scholarships and applying to various Colleges. (continued)

Space and Facility Committee:

- Campus Recycling

Academic Affairs Committee:

- Reviewing and making recommendations to improve our Fresh Start Policy as well as the Grade Appeal Policy for students.

Trustee Lee asked Denise if ACC has had conversations about diversity in College faculty and staff. Denise said that this a topic that she will bring to the College Life Committee.

3. *President's Report*

This evening we are pleased to welcome Alexandra Kehagias, our new Student Alumni Representative to the Board of Trustees. Alexandra graduated last May with a Hudson County Community College Associate in Arts and English degree. She graduated Summa Cum Laude and was consistently named to the Dean's List. While a student here Alexandra was a member of Phi Theta Kappa, Sigma Kappa Delta, and Psi Beta Honor Societies. Alexandra served as president of Psi Beta and the HCCC Chapter of the National Society of Leadership and Success. She is currently pursuing her bachelor's degree in communication with a minor in psychology from Rutgers New Brunswick.

This evening's agenda includes appointments to several key leadership positions, and I want to thank many faculty, staff and students throughout the College for their outstanding work on screening committees, for their participation in interviews, and their leadership and support for promoting these employment opportunities to qualified applicants.

We have recommended finalists for our Dean of Libraries, Executive Director of Online Learning, Executive Director of Public Safety and Security, and Director of the Educational Opportunity Fund positions, in addition to several other appointments. As I reported in last week's *Green Memo*, each of these searches drew large numbers of qualified candidates and diverse pools of applicants. All of these recommended candidates are the preferred finalists among many outstanding and qualified applicants. I'm also pleased to share that three of our finalists are from traditionally underrepresented groups.

(continued)

We further celebrate the recommended promotion of our colleague, Jose Lowe, who has served our College for over ten years in the office of the Educational Opportunity Fund and will now become Director of the EOF; and Jennie Pu, our finalist for Dean of Libraries, who currently works part-time in our library in addition to her full-time position as Library Media Specialist at West Orange High School.

Our college community is reviewing and discussing the very helpful feedback that we received from Dr. DeRionne Pollard, Chair of the HCCC Middle States Visitation Team, during and following her day on campus on Friday, November 9th. Dr. Pollard provided very helpful insights and suggestions that are largely focused on how we can add depth, and, in her words, “grit and soul” to our Self Study narrative. She has encouraged us to further describe the inspirational story of our College and its transformational impact on our students and community.

In the coming weeks we will therefore further develop all parts of the Self Study, including the addition of brief stories and testimonials from our students, faculty and staff in order to illustrate, through their living examples, what this College means to its people.

Campus turnout for the meetings with Dr. Pollard was outstanding including standing-room-only attendance at the open meeting for all faculty and staff.

I thank Trustees Lee, Fahrenholz and Stahl for representing the Board in their meeting with Dr. Pollard.

I'm pleased to share that we had a record turnout for last Saturday's Admissions Open House at the North Hudson Campus. Over 200 people, including 142 prospective students attended the Open House, bringing total Open House attendance this fall to a near record. Our spring enrollment is currently up by double digits. This is the result of recruitment and retention efforts across our College and we will work hard to keep the momentum going!

As I noted in my remarks at the October Board meeting, we are proud of the growth and development of programs and enrollment in our Office of Continuing Education and Workforce Development, including several emerging cutting-edge projects and partnerships that are in development. I've asked Dean of Workforce Development and Continuing Education Lori Margolin to offer some brief remarks about the work that she is leading.

(continued)

Dean of Continuing Education and Workforce Development Lori Margolin gave the following presentation on the work being done at HCCC and the vision for the future.

The integration of credit and non-credit programs is becoming an ever more important part of the HCCC mission.

There are three areas that comprise Continuing Education: Classes, Events and Partnerships.

Classes, Fall Semester 2018: 68 sections were offered with the highest registration in the areas of ESL, Culinary, Business, and children's programs, totaling approximately 1,000 enrollees.

Events: We coordinate, partner or host approximately twelve (12) events each year, typically with one or more partners in the community.

Partnerships: We are reaching out consistently to existing partners as well as seeking new partners. There is a special focus on business because we believe we have the expertise and it is vital to the College's mission. One example of a new partnership is with Rising Tide. They offer two cohorts of their Community Business Academy, which is a 12-week entrepreneurship program at HCCC. One cohort is offered at the Journal Square Campus and the other at the North Hudson Campus.

Workforce Development has four main areas of focus: Grants, Certificate Training Programs, Apprenticeships and Partnerships:

Grants - For this Fiscal Year to date we have been awarded over \$200,000 in grants with \$1.3M pending.

Certificate Training Programs – Three programs have been launched this year: two in health care, one in hospitality.

Apprenticeship Programs – We entered into an agreement with *Eastern Millwork*, which was approved at the October Board Meeting.

Advanced Manufacturing Apprenticeship Program - "Hope Technic" (German – for wood technology) - Lori noted that President Reber had recently spoken about this.

Apprenticeship Starting Salary: The apprenticeship program is an earn-while-you-learn program. Students are hired on day one.

(continued)

High School graduates - starting salary \$24,500, four days per week, with one day spent at HCCC in AAS Degree coursework. At the end of the four years, student apprentices will earn an AAS in Advanced Manufacturing with no college debt, and a salary of \$70,000 or more per year with full benefits.

Lori Margolin concluded by noting that one of the keys to success will be how we leverage departments and offices to work with one another. The Continuing Education Workforce Development Department is an entrepreneurial division. To reach its potential, we need a solid foundation such as a seamless registration process to improve customer service, an informative and engaging website to attract new students, and information and data management systems to make smart decisions.

President Reber thanked Lori for her report.

President Reber offered the following concluding comments.

I'd like to conclude by noting the very important recommendation on this evening's agenda from Chairman Netchert, our Board Personnel and Finance Committees, and our administration, that we follow the example of County Executive Tom DeGise in his recent decision to establish a \$15/hour minimum wage for non-union County employees retroactive to November 1, 2018. We all recommend implementing the same policy for non-represented HCCC employees. This investment in our employees is a strong statement about our support and deep appreciation for the work they do to realize our mission, day in and day out.

We thank County Executive DeGise for his leadership and also his longstanding support of Hudson County Community College.

Have a wonderful Thanksgiving, everyone!

The trustees approved the **minutes of the regular meeting** of October 9, 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. Resolution to Sponsor the Annual College Foundation Dinner, December 5, 2018 in the amount of \$26,000.00 was approved.

(continued)

2. Resolution to Approve the Internship Affiliation Agreement Between the Strength Center (Personal Training, Fitness and Exercise) and HCCC from January 25, 2019 through January 25, 2021 was approved.
3. Resolution to Approve the Renewal of the College's Campus-Wide Ellucian Software Maintenance Agreement from July 1, 2018 through June 30, 2020 at a total cost not to exceed \$714,669 was approved.
4. Resolution to Award the Contract to Upgrade the Audio Visual Equipment in the College's Board Room to New Era Technology of East Hanover, New Jersey, at a cost not to exceed \$84,150.00 was approved.
5. Resolution Authorizing the Memorandum of Understanding with Grand Canyon University College of Nursing and Health Care Professions was approved.
6. Resolution Authorizing a Minimum Hourly Wage of \$15.00 for All Regular Employees of Hudson County Community College retroactive to November 1, 2018 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 Admissions Recruiter was accepted.
2. Staff were appointed to the following full-time positions: Executive Director of Online Learning; PC Technician; Director of EOF; Dean of Libraries; Executive Director of Safety and Security; Head Tutor, Math, Science and Business.
3. Staff were appointed to the following Temporary Full-Time Assignments: Counselor (2); North Hudson Campus Office Assistant; Admissions Office Assistant; Senior Lab Assistant; Admissions Recruiter.
4. Staff was appointed to the following Temporary Full-Time Assignment: Instructor, Speech.
5. Reappointment of Full-Time Lecturers Faculty Academic Year 2018-2019

| <u>Last Name</u> | <u>First Name</u> | <u>Title</u> |
|------------------|-------------------|--|
| Li | Clive | Lecturer, STEM |
| Whelpley | Michael | Lecturer, Academic Foundations-English |

(continued)

6. Modification of Staffing Table for FY 2019 Effective November 20, 2018

Section One:

Add Title

Manager, Digital Marketing Services

7. Appointment of Additional New & Continuing Part-Time Hires: November 21, 2018 – June 30, 2019.
8. Appointment of Additional New Hire Adjuncts Spring 2019.
9. Resolution to Award Consultancy for the Formulation of a New Program in Media and Communications to Ms. Barbara Roche beginning in December 2018 with a total compensation not to exceed \$2,000.00.
10. Resolution for the Employee Handbook Update to include changes and/or additions to the following section:
 - New Jersey Paid Sick Leave Act.
11. Resolution Authorizing a Consultant to Develop Specialized Curricula in Opioid Addictions Counseling was awarded to Mr. Luis Moncion beginning in January 2019 and concluding by December 2019, at a cost not to exceed \$2,000.00.
12. Resolution Authorizing an Hourly Minimum Wage of \$15.00 retroactive to November 1, 2018 for All Regular Employees of Hudson County Community College.

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

1. Amended Employment Agreement of Christopher M. Reber, HCCC President was approved.
2. Settlement Agreement and General Release Concerning Employee Araselis Ledesma was approved.

The **meeting was adjourned** at 5:55 pm.

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.