

**Summary of Proceedings at the  
Meeting of the Board of Trustees**

**October 9, 2018**

**5:00 p.m.**

**North Hudson Campus**

**4800 Kennedy Boulevard, Union City, New Jersey**

**Trustees present:** Kevin Callahan; Karen Fahrenholz (Secretary/Treasurer); Pamela Gardner; Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); William Netchert (Chair); Dr. Chris Reber (ex officio); Hamza Saleem (Student Alumni Rep.); Adrienne Sires; Harold Stahl

**Trustees absent:** Jeanette Peña

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

**Reports:**

**1. Student Government Association President's Report**

Rhoda Alaribe, President of the Student Government Association, addressed the Board of Trustees and reported on the following items.

Issues that have been or are being resolved since being addressed at the September 11 Board Meeting.

- Improved Shuttle Transportation for Students to North Hudson and Bayonne campuses:
  - The students now have new and larger buses with more seats and more leg room. There is also the College logo/signage on the bus, which acts as a form of advertising.
  - Rhoda met with Dean of Student Services Michael Reimer to discuss providing transportation to our students coming from Bayonne. A survey is being sent to Bayonne students to establish whether there is a need for shuttle service and suggestions on how the College can provide better service are welcomed.

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- Limited Class/Course Scheduling Options
  - Rhoda and SGA Vice President Alcia Batchelor met with Dean of Instruction John Marlin to discuss improving the limited class/course scheduling options.
- Bridge student involvement “gap” between Journal Square Campus and North Hudson Campus.
  - The SGA has established a presence at the involvement fair on both campuses
- Re-Brand the Student Government Association (SGA)
  - Two SGA members are participating on the college-wide Food Pantry Advisory Team, which coincides with SGA’s goal of meeting the needs of students who cannot afford to pay for something to eat every day.
- Recent Concern - Gym/Fitness Center
  - The SGA is willing to work with local businesses to seek discounts for students who cannot afford a full gym membership but are eager to improve on their fitness levels. Any assistance from the College would be appreciated.

Rhoda said that President Reber attended an SGA Inter-Club Council meeting. It was a great opportunity to share their concerns and ideas for the College.

## 2. **All College Council President’s Report**

Denise Rossilli, Chair, All College Council gave the following report.

Since the semester started, the Standing Committees have had two meetings and All College Council (ACC) membership for the year has been solidified. There are approximately 71 members of the college community participating this year on the ACC, including full-time employees and students who serve on each Standing Committee.

The College Life Committee has made a significant accomplishment in terms of professional development. Toastmasters International has agreed to come to the campus to start a chapter. This is something the College has wanted for years and it has finally happened thanks to College Life Committee Chair Angela Tuzzo, Secretary Luis Sosa-Santiago, College-wide Liaison Lilisa Williams and the support of the Administration. The Chapter currently has a full membership of 25 with more students wanting to join. There have been two meetings. There have been discussions with President Reber about the possibility of students opening their own chapter.

Denise acknowledged that the ACC has been working closely with President Reber to be included in college-wide planning and decision-making. ACC has taken some really positive steps and the President has supported its representation on screening committees for the Vice President of Human Resources as well as the Executive Director of Security. Denise Rossilli thanked President Reber for supporting the ACC.

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### 3. **President's Report**

It's great to see you all again, and wonderful to be with you on our beautiful North Hudson Campus.

Today is Trustee Hamza Saleem's last meeting with us as Student Alumni Representative. As you are all aware, Hamza has been a dedicated and enthusiastic member of the Board. While a student at HCCC he was a star and he continues to make us all proud as he pursues his bachelor and eventually a graduate degree. He has also been active in the Association of Community College Trustees, and I look forward to participating with him, Trustee Lee and other colleagues at the ACCT Leadership Congress in New York later this month. Hamza, thank you for all you have done and continue to do for HCCC, and for your excellence that makes our entire College community proud. Your future is very bright!

At our November meeting we look forward to welcoming Alexandra Kehagias, our new Alumni Student Representative. Alexandra graduated *Summa Cum Laude* with a Hudson County Community College Associate in Arts in English degree last May.

I want to again thank Student Government Association President Rhoda Alaribe and All College Council President Denise Rossilli for their reports today. They both support the College in so many ways, and it is a pleasure getting to know and work with them.

During her update to the Board last month, Rhoda mentioned three student concerns and I pledged to follow up on all three and report back to you.

The first concern involved the campus shuttle services between the North Hudson and Journal Square campuses. Since that meeting, our Office of Safety and Security contracted with a new shuttle service that now provides shuttles that can seat over 20 students. This has alleviated much of the concern regarding the need for additional space on the shuttles. We continue to review with SGA and others the shuttle schedules in order to determine whether any changes in the shuttle scheduling would be helpful, and we are surveying students to determine the efficacy of offering shuttle service to and from Bayonne.

SGA also expressed concern regarding the need for student lounge space on campus. As you are aware, we are about to begin the bidding process for a complete renovation of the G Building at 81 Sip Avenue in order to create a first-rate, welcoming student center.

We expect construction to commence in January 2019 and a building opening about a year later. When completed, this facility that is adjacent to the Gabert Library will be a wonderful new space for students. In the meantime, we have identified temporary space on the first floor of the STEM Building to be used as an informal lounge and activities space. Further, a Café in this space will open in January. We are also making students aware of two smaller lounges that are available to them in the J Building (2 Enos) and the Culinary Conference Center. And here at the North Hudson Campus, the Café and lounge space on the ground floor level already provides a great venue for student interaction and events.

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Finally, Rhoda shared a concern regarding the scheduling of courses and the need to consider enhancing the availability of certain courses at particular times of the day. Dean of Student Services Michael Reimer is arranging a meeting for students with Dean of Instruction John Marlin to review the schedule and discuss suggested improvements.

I have heard other suggestions and concerns in an array of meetings with students over the last month, including transportation and parking concerns, financial aid concerns, and concerns regarding access to affordable student insurance. My colleagues and I are reviewing these issues with students and we look forward to continued and ongoing engagement with our students to ensure the best possible opportunities for student satisfaction and student success.

I also want to comment briefly on some very promising and exciting progress in our Division of Continuing Education and Workforce Development, led by Dean Lori Margolin. Much of this work focuses on developing and expanding partnerships.

Lori and her colleagues are developing training programs for incumbent workers and unemployed citizens that will create new pathways to jobs paying family sustaining wages through apprenticeships. For example, this evening you will act upon a proposed Memorandum of Agreement with Eastern Millwork for an apprenticeship program in advanced manufacturing. Eastern Millwork manufactures high quality architectural woodwork. Student apprentices will work four days per week and attend HCCC on the fifth day of each week. At the end of four years they will earn an A.A.S. degree from HCCC in Advanced Manufacturing. During the program, students will earn a good wage, with regular salary increases based on acquired skills. And at the conclusion of the apprenticeship they will have four years of experience, a job paying a salary of \$60K - \$70K with benefits, a degree that will also transfer seamlessly into four-year programs, and no college debt.

We are also working on three U.S. Department of Labor "Scaling Apprenticeships through Sector-Based Strategies" grant proposals. Two are in the advanced manufacturing sector and one is in the health care sector. One of these proposals involves HCCC and six other community college partners. The project would create 800 student apprenticeships in a four-year period, and the grant request will be in the \$2 million range to be shared by all college partners.

The second project involves an opportunity for HCCC to be a lead applicant in a proposal in partnership with Local 825 and Tiffany Bohlin of Muller Bohlin Associates. We thank Chairman Bill Netchert for introducing us to Tiffany and making this potential partnership possible. While the proposal is still being developed, we are planning to request \$4 million in grant funding and propose to serve 1600 student apprentices in a four-year period.

We are also participating with at least 15 other community college partners to propose a collaborative health care project. If successful, HCCC could provide training in five different allied health occupations including Patient Care Technician and Pharmacy Tech over the four-year grant period. The project request is \$12 million to serve, collectively, 5000 student apprentices.

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And as if that weren't enough, Lori and her team are also submitting two additional New Jersey Labor and Workforce Development grants for training in health care occupations in partnership with RWJBarnabas Health.

This outstanding work portends an increasing focus at HCCC on partnerships and external funding opportunities. This work can leverage new career pathways and will increasingly blend noncredit and credit instruction, creating outcomes through win-win partnerships that are greater than the sum of their parts.

Lori, many thanks to you and your team for this promising work!

New program development and partnerships are components of an emerging, college-wide strategic enrollment management strategy. I've invited Dean of Enrollment Lisa Dougherty to comment briefly on the work of the Enrollment Management Council that she chairs, and the student recruitment, retention and related goals we have created going forward. I have also asked Lisa to provide an update of our promotion and implementation of the Community College Opportunity Grant.

Lisa Dougherty reported that the fall enrollment was not where we wanted it to be. Lisa said she was optimistic that it would turn around in the spring especially with the potential of the Community College Opportunity Grant.

She reported that STEM and Allied Health enrollment were both up for the fall.

In the last two years, we have expanded our Late Start Program. Some students just don't make it to us in time for the September fall semester. They have other commitments or things that hold them back from starting.

#### *Enrollment Update*

- Summer – SU1: Headcount (HC) +5%; Full-time Equivalent Enrollment (FTE) +9%  
SU2: HC +8%; FTE +17%
- Fall – Census date HC -5.1%; FTE -5.7%; Current HC -4.7%; FTE -5.3%
- Quick Term and Online B – later starts to allow students to end if they miss the 15 week term.
  - Quick Term – up 26%; Fall 2016, only 100 students enrolled in Quick Term; Fall 2018 – over 800
  - Online B - up 14%; still can enroll until 10/30
- Winter/Spring 2019 registration begins in 3 weeks

#### *Enrollment Management Council – Leading and supporting the following priorities:*

- 1) Increase in College in High School/LEAP/Dual Enrollment
- 2) Nontraditional Student Enrollment – recruiting and supporting our Veteran students
- 3) Online Learning/Fully Online Programs – launch two more fully online programs by 2019 – currently we have Criminal Justice and Business
- 4) Offsite Programs (Special Emphasis and Opportunity at new High Tech High School in Secaucus) – trying to meet students where they are and making it convenient for them to take classes. We have our current offsite programs in a lot of our high schools.

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- 5) New Programs
- 6) Student Success (Retention, Completion and Transfer)
- 7) Strategic Marketing
- 8) Customer Service – making the student experience really positive

For each priority, we will set goals that are measurable and achievable and update the college community on our progress

### *Community College Opportunity Grant*

We are really excited that we were one of thirteen community colleges chosen to receive this grant.

- \$250,000 planning grant
  - Primarily will be spent on marketing and temporary staffing
- Eligibility
  - \$0-\$45,000 Household AGI
  - Enroll in 6 or more credits
  - Submit FAFSA or NJ Alternative Application – CCOG is a last dollar award
- Outreach plan is underway
  - Dedicated phone number, email address, and web page
  - Flyers finalized for distribution via email, mail, text
  - Information Sessions/Financial Aid Workshops
  - Billboards, bus wraps, cable TV
  - Community outreach – goal is that every person in Hudson County knows about CCOG!

President Reber thanked Lisa for her report and said this is an exciting time for HCCC. He thanked everyone for making our progress possible.

Chairman Netchert said that several years ago, the College lost students because funding was reduced by the previous Governor's administration. He asked Lisa if those students would be eligible to come back and participate in the Community College Opportunity Grant. She said that yes, should those students return, apply for financial aid and meet eligibility requirements, they would be eligible for CCOG funding.

#### **1. MINUTES OF PREVIOUS MEETING**

The Minutes of the Regular Meeting of September 11, 2018 were approved.

#### **2. GIFTS, GRANTS, AND CONTRACTS REPORT**

The College has received the following grant.

**Title: Northern New Jersey Bridge to Baccalaureate (NNJ-B2B) - Amendment**

Agency: National Science Foundation (NSF) – a partnership with Passaic County Community College

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Purpose of the Grant: To increase the flow of underrepresented minority students into science, technology, engineering and mathematics (STEM) careers.

College Administrator: Dr. Ferdinand Orock (Principal Investigator/Project Director)

College Contribution: \$0

Award Amount Amended to: \$267,828 for 3 years

### 3. MIDDLE STATES SELF-STUDY UPDATE – OCTOBER 2018



#### Hudson County Community College Decennial Self Study Update October 2018

- Several comprehensive working sessions comprised of the Core Committee and the Editorial Assistant (A. Acevedo) have taken place during the last two weeks. Standards 1-4 have been reviewed and updated to include feedback received from the College Community and insights from the Core Committee members.
- A Steering Committee meeting took place on October 4, 2018 that included all chapter Co-Chairs. The agenda for the day included a summary of the feedback provided by members of the community, acknowledgment of changes that have been incorporated into the second draft of the self-study, and comments from Antonio Acevedo as Editorial Assistant. Additionally, the draft of the Executive Summary was reviewed.
- The agenda for the Preliminary Visit is being finalized. Faculty, staff, students and members of the Board of Trustees will have an opportunity to meet with Dr. Pollard on November 9, 2018.
- The contract for hotel accommodations at the Courtyard Marriot in Newport has been signed and approved by Dr. Friedman. On November 9<sup>th</sup> Dr. Pollard will visit the College and hotel facilities to become familiar with the settings.
- An email of important dates to remember will be distributed College-wide.
- Additional working sessions are scheduled on October 10, 11 and 12, 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 Resolution for the Approval of the Construction Management Services Extension Contract for MAST Construction Services, Inc. of Little Falls, New Jersey, from December 1, 2018 to November 30, 2019, at a cost not to exceed \$403,524.00, was approved.

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2. The Resolution for the Approval of Pre-Construction Management Services Extension for the Tower Master Plan with MAST Construction Services, Inc. of Little Falls, New Jersey, from December 1, 2018 to February 28, 2019, at a cost not to exceed \$73,729.00, was approved.
3. The Resolution for Approval to Conduct a Study of the College's Current and Projected Classroom Utilization at the Journal Square, Jersey City Campus was awarded to NK Architects of Morristown, New Jersey, at a cost not to exceed \$25,000.00 for a six-week period.
4. The Resolution for the Approval of Carpet Replacement in the Executive Area of the "A" Building (4th Floor) was awarded to RFS Commercial, Inc. of Saddle Brook, New Jersey, at a cost not to exceed \$26,985.00.
5. The Resolution to Amend Maverick Building Services Agreement, at a cost not to exceed \$39,000.00 for the year, was approved.
6. The Resolution Authorizing the Award of Library Consulting Services for the Hudson County Community College Libraries to ProLibra Associates, Inc., assigning David Hardgrove (retired Dean of Libraries for Rutgers University) to provide these services at a cost of \$33,000.00 for a six-month period, was approved.
7. The Resolution to Expand the Workforce Development Program to Include Advanced Manufacturing through an Agreement with Eastern Millwork, Inc. to create a joint degree and apprenticeship program was approved.
8. The Resolution to Award the Security Services Contract and enter into a new two (2) year agreement with U.S. Security Services Associates, Inc., with the right to extend for an additional year, was approved.
9. The Resolution Authorizing the Renewal Agreement for Staff and Faculty Monthly Parking & Stamps with SP Plus Parking, at 808 Pavonia Avenue, Jersey City, New Jersey, at a cost not to exceed \$74,500.00, was approved.
10. The Agreements Between HCCC and Bayonne Board of Education, Kearny Board of Education, Union City Board of Education and Harrison Board Education for Use of Bayonne High School, Kearny High School, Union City High School and Washington Middle School Classrooms for Evening Classes for Academic Year 2018-19 was approved.
11. The Affiliation Agreement between the Hudson Regional Hospital and HCCC for providing clinical experience for students in the Nursing Program was approved.
12. The Renewal of the College's Campus-Wide Ellucian Software Maintenance Agreement was approved.
13. The Resolution Authorizing new Dell Computers for the Continuing Education Computer Labs (Journal Square Campus), at a cost not to exceed \$34,733.00, was approved.
14. The Resolution Awarding Campus-Wide Security Camera Systems and Equipment Maintenance awarded to Johnston Communications Voice and Data of Kearny, New Jersey, at a cost not to exceed \$42,960.00, was approved.

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15. The Resolution Authorizing the Renewal of a Subscription Service for FY2019 for the Library awarded to Virtual Academic Library Environment of New Jersey (VALE) Consortium, NJEDGE.com, at a cost not to exceed \$68,940.00, was approved.
16. The Resolution Authorizing the Renewal of a Subscription Service for FY2019 for the Library - EBSCO Information Services, at a cost not to exceed \$28,000.00, was approved.
17. The Resolution Authorizing the Award of General Counsel Legal Services for 2018-19 was tabled.
18. The Resolution Authorizing the Award of College-Wide Telephone System Services awarded to Verizon and Verizon Wireless, at a cost not to exceed \$144,000.00, was approved.
19. The Resolution Authorizing the Award for Tensile Testing Machine for the STEM Building awarded to Tinius T Olsen of Horsham, Pennsylvania, at a total cost not to exceed \$19,900.00, was approved.
20. The Resolution Authorizing the Award for Commercial Grade Stoves for the Business Culinary and Hospitality Department awarded to Southbend Stoves of Fuquay-Varina, North Carolina, at a total cost not to exceed \$54,310.00, was approved.
21. The Affiliation Agreement between New Jersey City University ("NJCU") and HCCC to develop a program to offer the NJCU BSN curriculum for a term of two (2) years, with the option for an additional year, was approved.

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

1. The resignations of an Administrative Assistant; Bilingual Counselor and Research Coordinator were accepted.
2. The terminations of an HR Administrator and two Lecturers were approved.
3. The following staff reclassifications from Temporary Full-time to Full-time were approved: Director of Nursing; Coordinator of Testing; Administrative Assistant, Radiography; Coordinator, Nursing Program; Director of Radiography; Recruitment Specialist; and Administrative Assistant, Nursing Program.
4. Staff were appointed to the following positions: Counselors (2); and Accountant.
5. Staff were appointed to the following Temporary Full-time Assignments: Transitional Program Lecturer; and Counselor.

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6. The Modifications of the Staffing Table for FY 2019 effective October 9, 2018 were approved.

**Section One:**  
**Delete Titles**

Research Coordinator  
Coordinator, USDOL TAACCT  
Lecturer (2), Workforce Development  
Secretary, College Libraries

**Section Two:**  
**Add Titles**

Jersey City Campus  
Business Developer, Workforce Development  
Coordinator, Continuing Education  
Coordinator, Health Programs-Continuing Education  
Director of Institutional Research  
Learning Management Systems Administrator  
Librarian, College Libraries

Secaucus Center  
Administrative Assistant  
Executive Director  
Student Success Coach

Community College Opportunity Grant (Temporary)  
Admissions Advisor - Full Time  
Admissions Advisor- Part Time  
Counselors (2)  
Financial Aid Office Assistant – Part Time (3)  
Tutor – Part Time (2)

**Section Three:**  
**Change Title With Incumbents**

<b><u>Name</u></b>		<b><u>Title Chances</u></b>
Samaya Yashayeva	From:	Coordinator, USDOL TAACCT
	To:	Coordinator, Health Programs- Continuing Education
Keith Raymond	From:	Administrative Assistant
	To:	Executive Administrative Assistant

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**Section Four:**  
**Salaries Impacted by Staff Title Changes**

**Confidential Employees**

*Keith Raymond*

*Executive Administrative Assistant*  
*From: \$37,142.00*  
*To: \$45,000.00*

7. Appointment of Additional New & Continuing Part-time Hires: October 10, 2018 – December 31, 2018
8. Appointment of Additional New Hire Adjuncts Fall 2018

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

Chairman Netchert made the following requests/recommendations:

1. Hudson County Community College
  - The name “Hudson County Community College” or “HCCC” continue to be used when referring to the College.
2. Amendment to President Reber’s Contract and President’s Goals
  - The terms of President Reber’s initial contract calls for the Board to review his performance now. In consultation with the Executive Committee, the consensus was that it was too early. Chairman Netchert requested attorney John Geppert to prepare an amendment to the President’s contract in a resolution for the November 20 Board of Trustees meeting. The Executive Committee requested that President Reber submit a set of goals for the year to the Board, followed by a progress report. On a specified date, the Executive Committee will review the progress report, preferably after the annual audit. Trustee Lee said the Executive Committee will then make a recommendation to the full Board on what the President’s contract should be on a going-forward basis. The full Board will then act to ultimately adopt the new contract.
3. The Resolution to Memorialize Revising Public Participation Policy was approved.

***Hudson County Community College***

**Open Public Meeting Policy**

**Public Participation at Board of Trustees Meetings**

1. All members of the public will have an opportunity to address the Board of Trustees when the meeting is opened to the public.
2. All comments/questions shall be limited to five (5) minutes.

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3. A member of the public may not provide any portion of his/her five (5) minute allotment to any other member of the public.

4. The public portion of the meeting is for public comments concerning the HCCC. Issues/questions raised during this portion of the meeting may be referred to the appropriate administrative person(s) at HCCC for response at a later time.

5. Any public comments made to the Board which the Board considers obscene, harassing, or meant to incite will not be allowed. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting.

6. The public comments/questions are open to any matters over which the Board has purview and jurisdiction.

#### **Videotaping/Recording of Meetings**

1. Videotaping shall mean any means of recording the meeting whether on actual videotape, digital recording or some other method.

2. Videotaping shall not be permitted to interfere, obstruct, or otherwise disturb the proceedings.

3. All videotaping must be done in an unobtrusive manner. No artificial photographic lighting shall be permitted. The equipment used must be operated silently.

4. Video equipment must be positioned at the back of the meeting room. Alternatively, the Chairperson of the meeting of the Board of Trustees may at his or her discretion designate such other locations that do not obstruct or interfere with the view or participation of others in the meetings.

5. In order to enable the Board of Trustees to prevent disruption of and detriment to the Board of Trustees, the public good and the community as a whole, a person intending to videotape a Board of Trustees meeting must give prior written notice to the President's office by 3:00 p.m. on the day before the meeting. Failure to comply with this requirement may be grounds for denying future taping.

#### **Meeting Introduction**

This meeting is called in conformance with the Open Public Meetings Act. Members of the public will now have an opportunity to address the Board of Trustees. Comments of each person will be limited to five minutes, including all responses. A member of the public may not provide any portion of his/her five-minute allotment to any other member of the public. Please be aware that the purpose of the public portion of the meeting is for the public to express any ideas, concerns or issues they may have concerning the Hudson County Community College. Questions raised to the Board during the public comment period may be referred to the appropriate administrative person(s) at the College for response at a later time.

Any public comments made to the Board which the Board considers obscene, harassing, or meant to incite will be prevented by the Board. The person making these remarks may be required to relinquish the remaining time allotted to speak and will be asked to leave the Board of Trustees meeting. Public comments or questions are open to any matters over which the Board has purview and jurisdiction.

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4. The Settlement Agreement and General Release with former employee Victor Figueroa was approved.

The **meeting was adjourned** at 5:40 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.