

**Summary of Proceedings at the Meeting of the  
Board of Trustees  
June 14, 2011  
5:00 p.m.  
Mary T. Norton Room, 70 Sip Avenue  
Jersey City, New Jersey**

**Trustees present were:** Karen A. Fahrenholz; James Fife; Dr. Glen Gabert (ex officio); Roberta Kenny; Bakari Gerald Lee (Secretary/Treasurer); Aja Moore (Student Alumni Representative); William Netchert (Chairman); Adrienne Sires, (Vice Chair); Katia Stack and Alfred Zampella.

**Trustees not present were:** Joanne Kosakowski;

**Call to order:** The meeting was called to order by Chairman Netchert at 5:00 p.m.

**Awards, Recognitions and Special Reports:**

- Dr. Pamela Bandyopadhyay, Assist Dean of Instruction and Director of the Abigail Douglas-Johnson Academic Support Services Program, reported on the recognition her department received when named the National Tutoring Association Program of the Year. She presented the College with a plaque.
- Christine Saltzman, Manager, Follett Bookstore, acknowledged the twenty-one year partnership between Follett Bookstore and HCCC as she presented the College with a gift.
- Vincent Zicoello, Chief Information Officer, introduced Nelson Vieira, Director of Admissions. Mr. Vieira gave a brief overview of the new HCCC website.
- Dr. Gabert commented on the FY 2012 operating and capital budgets and indicated that the recommendations in the Board agenda regarding the FY 2012 staffing table reflected economic realities rather than College needs.

The trustees **approved the minutes** of their meeting of May 10, 2011.

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The following actions were taken concerning **fiscal, administrative, lease and capital recommendations** brought forward by the Administration:

- The renewal agreement with the Kearny Board of Education for classroom usage at Kearny High School for evening classes for Academic Year 2012 was accepted.
- The renewal agreement with the Bayonne Board of Education for classroom usage at Bayonne High School for evening classes for Academic Year 2012 was accepted.
- The renewal agreement with the Hoboken Board of Education for classroom usage at Hoboken High School for evening classes for Academic Year 2012 was accepted.
- The annual contract with NJEDge.net of Newark, New Jersey to provide internet services to the College was approved for FY 12 at a cost of \$105,750.00.
- The purchase of the College's campus-wide software licenses for one (1) year was approved and awarded to Dell/ASAP of Buffalo Grove, Illinois, N.J. in the amount of \$48,294.39
- The purchase of seven (7) Smart Board Projector Systems was approved and awarded to Keyboard Consultants, Inc. of Fairfield, New Jersey in the amount of \$28,332.00,
- The renewal of the annual software license and library services agreement with SIRSI, of Provo, Utah was approved in the amount of \$25,623.54.
- The purchase of 25 Epson Bright Link Projector Systems was approved and awarded to Office Business Systems Inc. of Lincoln Park, New Jersey in the amount of \$60,250.00,
- The award of media services for cable television advertisements for FY12 was awarded to News 12 of New Jersey, Edison, New Jersey in the amount of \$20,458.00.
- The award of media services for cable television advertisements for FY12 was awarded to Cablevision of Hoboken, New Jersey in the amount of \$50,570.00.
- The award to provide public relations support services for one (1) year was approved and awarded to Jones & Associates Communications, Inc. of Jersey City, New Jersey in the amount of \$78,000.

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- The award to provide consultation to assist the College with special projects for one (1) year was approved and awarded to WAM Consulting of Jersey City, New Jersey in the amount \$36,000.
- The authorization for the College to renew the agreement with the County of Hudson, the Hudson County Improvement Authority and the Hudson County Schools of Technology to share consulting/lobbyist services of Winning Strategies of Washington, D.C. for federal governmental public relations was approved in the amount of \$96,000.00 to be shared equally at 25% or \$24,000.00 annually.
- The award to provide external professional services for public relations support to design and assist with special projects for one (1) year was approved and awarded to Fitz Media of Hoboken, New Jersey in the amount of \$30,000
- The purchase of equipment for the Academic Foundations Mathematics Program from GovConnection of Standish Place, Maryland, in the amount of \$27,295.23, was approved through Title V funds.
- The purchase of two (2) Facilities Department vehicles was approved and awarded to Jersey City Ford Lincoln Mercury, Jersey City, New Jersey at a total cost of \$63,500.00.

The following actions were taken concerning **personnel recommendations** brought forward by the Administration:

- The retirement of an Academic Lab Manager was accepted.
- The resignation of an instructor, Psychology was accepted
- The appointment of an Enrollment Record Assistant was approved.
- A temporary Consultant Assignment to review and develop curriculum for the program of Health Information Technologies was approved.
- Persons were approved for inclusion on the list of those authorized for part-time employment.
- Title changes for incumbent employees were approved effective July 1, 2011.
- The FY 2012 Staffing Table Effective July 1, 2011 was approved.

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

- New and on-going partnerships with Hudson County high schools for the delivery of credit courses during the 2011-2012 academic year were approved: Hoboken Charter High School, Hoboken High School, Hudson County Schools of Technology- County Prep and High Tech, Jersey City High Schools – Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools, Kearny High School, Memorial High School, Miftaahul Uloom Academy, Rising Star Academy, Union city Alternative Design Academy and Union City High School
- The implementation of a new degree program for Academic Year 2011-2012 was approved: Associate in Science – Health Services. The AS Health Services Program will be offered as a joint admissions program with New Jersey City University.
- The implementation of the revamped Associate in Arts – Liberal Arts: Human Services Option was approved for Academic Year 2011-2012.
- The implementation of two (2) new certificate programs for Academic Year 2011-2012 was approved: 1) the 30-credit Academic Certificate in Digital Media Arts and Design; and 2) the 15-credit Proficiency Certificate in Digital Arts and Design.

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

- The Amendment One to Management Agreement (dated March 1, 2011) between Hudson County Community College and Compass Group USA d/b/a FLIK International was approved. It references negotiations between FLIK and Triage Entertainment Inc, Next Iron Chef, Producer, allowing the Producer to use additional facilities outside of the Culinary Conference Center.
- A Rental Room Location Agreement between Hudson County Community College, Compass Group USA d/b/a FLIK International Corp. and Triage Entertainment Inc. Next Iron Chef was approved.

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

*The minutes of the Board of Trustees, upon approval, are available in the College Library, the President's Office and on the College website.*