

**Summary of Proceedings at the Meeting
of the Hudson County Community College**

Board of Trustees

August 14, 2012

5:00 p.m.

Mary T. Norton Room

70 Sip Avenue

Jersey City, New Jersey

Trustees present were: Karen Fahrenholz; Dr. Glen Gabert (ex officio); Joanne Kosakowski; Bakari Gerard Lee, (Vice Chair); William Netchert (Chairman); Jeanette Peña; Adrienne Sires; Katia Stack; and Alfred Zampella.

Trustees not present were: James Fife, Roberta Kenny

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

Comments from the Public:

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty), congratulated Dr. Gabert on his 20-year anniversary as President. Dr. Kahn also commented that he and the faculty hope for positive results concerning contract negotiations at mediation.

Awards, Recognitions and Special Reports:

- Trustee Lee congratulated the College on winning two prestigious regional awards from the Association of Community College Trustees (ACCT). Jennifer Oakley will be presented with the ACCT Professional Board Staff Award at the Leadership Congress in Boston in October. Jennifer has been at the College for more than 25 years. The College will also receive the Charles Kennedy Equity Award recognizing not only the diversity at HCCC but also the College's success in making this diversity an institutional strength.

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- Pamela Littles, Associate Dean, Student Financial Assistance, and Michael Reimer, Associate Dean, Student Services, gave presentations outlining significant changes in the financial aid program. (*Attachment*)

The trustees **approved the minutes** of the Regular Meeting of June 12, 2012.

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

- The renewal of the software maintenance agreement for FY 2013 with Ellucian (Datatel) of Fairfax, Virginia, at an annual cost not to exceed \$346,859.00, was approved.
- The award for a Movie Theater Tickets Vendor was awarded to American Multi Cinema Inc., of Chicago, Illinois, at a total cost not to exceed \$50,000.00.
- The renewal of on-call professional services firms for FY 2013 was approved.
- The award of benefits consultant services for Human Resources for FY 2013 was awarded to Alamo Insurance Group Inc., of North Bergen, New Jersey, at a total cost not to exceed \$35,000.00.
- The award of employee background search services for Human Resources Department for FY 2013 was awarded to Hire Right of Irvine, CA, at a cost not to exceed \$7,000.00.
- The award of a vendor for implementing Section 125 Plan for Human Resources for FY 2013 was awarded to Colonial Life and Accident Insurance Company of Clark, New Jersey, at no charge through their Strategic Alliance Partner, Benefit Analysis, Inc.
- The purchase of a new passenger van for the Security Department from Hertrich Fleet Services, Inc. of Milford, Delaware, at a cost of \$25,716.00, was approved.
- The award of a celebrity speaker vendor for the Student Activities Department was awarded to American Program Bureau of Newton, Massachusetts, at a cost not to exceed \$35,000.00.

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- The purchase of instructional technology for the Allied Health Lab at 870 Bergen Avenue from Laerdal Inc. of Wappingers Falls, New York, at a total cost not to exceed \$68,295.00, was approved.
- The purchase of instructional technology for the open lab at 870 Bergen Avenue from GovConnection of Merrimack, New Hampshire, for a total cost not to exceed \$19,470.10
- The rental room location agreement negotiated by Flik with O Positive, LLC allowing it to use the HCCC Conference Center and related HCCC facilities for filming events, etc., with promotion of the television project currently titled "Progresso Soup," was approved.
- The purchase and installation of two multi-zone rooftop cooling units by Epic Mechanical of Neptune, New Jersey, at a total cost of \$220,000.00, was approved.
- The award to perform all HVAC service work and controls monitoring was awarded to Automated Building Controls of Neptune, New Jersey, at a total cost not to exceed \$90,000.
- The renewal agreement to provide 30 parking slots for North Hudson Higher Education Center, by P.C Richards of West New York, New Jersey for FY 2013, at a cost not to exceed \$18,000.00, was approved.
- The amendment to the May 8, 2012 resolution for billboard advertisements - to include production costs for media services for FY 12-13, at a revised total cost of \$125,304.00, awarded to CBS Outdoor Inc. of Fairfield, New Jersey, was approved.

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

- The retirement of an Executive Administrative Assistant was accepted.
- The resignation of an Assistant Chief Information Officer was accepted.

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- These appointments were approved: Executive Director of Library/Learning Resources Center; Coordinator, Non-Credit Programs; Instructors for Business, English, Psychology, and Accounting.
- The appointment of additional new and continuing part-time hires for August 15 – June 30, 2013 was approved.
- The appointment of individuals for inclusion in the adjunct faculty pool for the 2012-2013 academic year was approved.

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

- The authorization for HCCC to enter into an agreement with New Jersey City University for the rental of their laboratory for HCCC microbiology classes for Academic Year 2012-2013 was approved.
- The authorization for HCCC to enter into a new statewide articulation agreement with Starting Points, Inc., through NJ Place (New Jersey Pathways Leading Apprentices to a College Education) for Academic Year 2012-2013 was approved.

The Board went into **closed session** to discuss legal matters.

The Board **reconvened the meeting** and approved a resolution under **new business** authorizing the College to begin litigation against Penguin Imaging.

The **meeting was adjourned** at 7:30 p.m.

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