

Summary of Proceedings at the Meeting of the

Board of Trustees

September 11, 2012

5:00 p.m.

Mary T. Norton Room

70 Sip Avenue

Jersey City, New Jersey

THIS MEETING WAS CANCELLED DUE TO LACK OF A QUORUM.

Trustees present were:

Trustees not present were:

Call to order:

Comments from the Public:

Awards, Recognitions and Special Reports:

THE FOLLOWING ITEMS WERE RATIFIED AT THE OCTOBER 9, 2012 BOARD OF TRUSTEES MEETING.

The trustees **approved the minutes** of the Regular Meeting of August 14, 2012.

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

- The renewal of parking agreement for FY13 with the West New York Municipal Parking Lot and HCCC's North Hudson Higher Education Center for a total sum not to exceed \$30,000.00 was approved.

(continued...)

- The award of office supplies vendor for three (3) years FY 13 –15 was awarded to Staples of Morristown, New Jersey, to be funded from the operating budget.
- The award of temporary employment services for FY 13 & 14 was awarded to Bryant Staffing of Secaucus, New Jersey.
- The award of a linen supply vendor for the Culinary Arts Program for FY 13 was awarded to Allen Linen Supply at a cost not to exceed \$25,000.00.
- The award of a specialty foods vendor for the Culinary Arts Program for FY 13 was awarded to Baldor Specialty Foods, Inc. at a cost not to exceed \$65,000.00.
- The award of a seafood vendor for the Culinary Arts Program for FY 13 was awarded to Blue Ribbon Fish Co. Inc. of Bronx, New York at a cost not to exceed \$60,000.00.
- The award of a dairy food vendor for the Culinary Arts Program for FY 13 was awarded to Dairyland USA Corporation of Bronx, New York at a cost not to exceed \$55,000.00.
- The award of a food vendor for the Culinary Arts Program for FY 13 was awarded to Green Tree Packing Co. of Passaic, New Jersey at a cost not to exceed \$65,000.00.
- The award of a food cleaning supplies and small implements vendor for the Culinary Arts Program for FY 13 was awarded to Sysco Food Service of Jersey City, NJ at a cost not to exceed \$65,000.00.
- The purchase of network switches for 870 Bergen Avenue from Office Business Systems of Lincoln Park, New Jersey at a cost not to exceed \$98,000.00 was approved.
- The purchase of kitchen supplies for the Culinary Arts Program for FY13 from M-Tucker of Paterson, New Jersey at a cost not to exceed \$66,273.79 was approved.
- Authorization for the College to become a dinner sponsor at \$20,000.00 for the December 6, 2012 Annual Holiday Foundation Extravaganza Dinner was approved.

(continued...)

- Authorization for the rental room location agreements between Hudson County Community College, Compass Group USA d/b/a/ FLIK International Corp., and Interrogate Inc. (“Producer”), for the Applebee’s Film Commercial were approved.
- The reports of the Facilities Ad Hoc Committee for its meetings of March 8, 2012 and June 21, 2012 were accepted for inclusion in the record.

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

- The following resignations were accepted: Counselor; Coordinator, Evening, Weekends & Off-Sites Program; and Associate Dean of Research & Planning.
- The appointments to positions for: Administrative Assistant, Dean of Arts & Sciences; and Secretary, Academic Foundations were approved.
- The appointment of additional new & continuing part-time hires: September 12 – June 30, 2013 was approved.
- The modification of the staffing table for FY 13 was approved.

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

- The termination of two Associate of Applied Science (AAS) degrees and its options were approved: AAS Legal Assisting, AAS Human Services (Human Services to the Aged Option and Social Services Option); Certificate – Social Services. *Note:* Human Services now offers AA Liberal Arts degree.
- The Renewal of a Separate Memorandum of Understanding was approved between: (A) HCCC and Bayonne Medical Center school of Nursing and (B) HCCC and Christ Hospital School of Nursing for the AS Cooperative Nursing Program; and (C) HCCC and Liberty Health Care System – Jersey City Medical Center for the AAS and Certificate Paramedic Science Program.
- The granting of “Affiliate Faculty” status for Academic Year 2012-2013 for nursing instructors was approved at the Schools of Nursing of Bayonne Medical Center and Christ Hospital; and for paramedic science instructors teaching at Jersey City Medical Center, partner institution for the A.S. Cooperative Nursing and A.A.S. Paramedic Science & Certificate programs.

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