

**Summary of Proceedings at the
Meeting of the Board of Trustees
January 22, 2013**

5:00 p.m.

**Mary T. Norton Room, 70 Sip Avenue
Jersey City, New Jersey**

Trustees present were: Karen A. Fahrenholz (Secretary/Treasurer); James Fife; Dr. Glen Gabert (ex officio); Shannon Gallagher (Alumni Representative); Joanne Kosakowski, Bakari Gerard Lee (Vice Chair); William Netchert (Chairman); Jeanette Peña; and Alfred Zampella.

Comments from the Public:

Chairman Netchert wished the President, faculty and staff a Happy 2013.

Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association stated the he would like to reinstate his desire for team work between the Professional Association and the College.

Cathie Seidman, Associate Professor, Criminal Justice, said that she could not hear the Board from where she was seated in the room and asked that the Board consider a microphone system.

Awards, Recognitions and Special Reports:

Trustee Lee announced the following events:

- Association of Community College Trustees (ACCT) Legislative Summit, February 10, 2013 in Washington. Dr. Gabert will meet with federal legislators representing Hudson County. During the Summit, the following NJCCC events will also take place: Reception, February 12th and Breakfast, February 13th. Trustee Lee will also be participating.

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- NJCCC Trustee Essentials, February 25, 2013. Trustee Lee will participate on a panel discussion called “Student Success Initiative.”

Dr. Gabert reported on the following:

- Trustee Karen Fahrenholz will give the welcoming address at the College In-Service, Thursday, January 24th, 9:30 a.m. in the Conference Center. Employees with 25 or more years of service will be honored at a luncheon.
- Dr. Gabert and Dr. Paula Pando gave a status report on spring enrollments and predicted a decline. Pando discussed possible causes. Gabert discussed the impact on the current operating budget.

The trustees **approved the minutes** of the November 20, 2012 Reorganization Meeting and the Regular Meeting.

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

- The award for two (2) years (February 1, 2013 through January 31, 2015) to provide vision care service, at a rate of \$5.15 per person/per month for eligible College employees, was awarded to National Vision Administrators, LLC of Clifton, New Jersey.
- Approval granted to rescind the resolution from September 11, 2012, VII. Fiscal Administrative, Lease, and Capital Recommendations: Resolution 11. Purchase of Supplies for the Culinary Arts Institute from M-Tucker, of Paterson, NJ in the amount of \$66,273.79.
- Approval granted to amend the purchase of kitchen supplies for the Culinary Arts Institute from M. Tucker of Paterson, New Jersey, at a cost not to exceed \$70,915.68. This contract is grant funded.
- The award of legal services for general counsel to Hudson County Community College for 2013 was awarded to Scarinci and Hollenbeck, Esq., of Lyndhurst, New Jersey.
- The award of real estate legal counsel services to Hudson County Community College for 2013 was awarded to John Curley, LLC of Jersey City, New Jersey.

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- The award of consulting services was awarded to James Ferrell, Chair of the Radiography Education Department at Middlesex County College, at a cost not to exceed \$1,500.00.
- The purchase of extended service agreements for the Cisco Network Switches was awarded to Office Business Systems of Lincoln Park, N.J., at a cost not to exceed \$15,495.00. This contract is grant funded.
- The purchase of 45 iPads, cases, and a PowerSync cart for the library was awarded to Apple, of Austin, Texas at a cost not to exceed \$26,614.90, to be funded from the Library's operating budget.
- The purchase of a firewall and router upgrade was awarded to Verizon of Newark, New Jersey at a cost not to exceed \$54,808.78. This item is grant funded.

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

- The following resignations were accepted: Director of Center for Academic Student Success; Enrollment Record Assistant; Director of Practical Nursing; Coordinator, LEAP Program; and a Research Coordinator.
- The appointments to positions for: Instructor, Human Services; Writing Center Coordinator; Associate Dean of Research & Planning; and Interim Associate Dean of Humanities & Social Sciences were approved.
- The appointments to temporary assignments for: Instructors, Math (2); Physics; Computer Technology; Culinary Arts; Baking/Pastry; Business; ESL (2); and English (4) were approved.
- Modifications to the Staffing Table for FY13 were approved.
- Persons were approved for inclusion on the list of those authorized for part-time employment, January 22, 2012 – June 30, 2013.

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

- Implementation of Revised Degree Program: Associate in Applied Science – Health Information Technology was approved.

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Under new business:

- The adoption of the revised Mission Statement, Vision Statement and Values Statement was approved. (see attached)
- Chairman Netchert announced that trustee Karen Fahrenholz will replace trustee Katia Stack as Secretary/Treasurer on the Executive Committee; that Shannon Gallagher will serve on the Academic and Student Affairs Committee and College Commencement Committee; and Jeanette Peña will serve on the Academic and Student Affairs Committee.
- The Board went into closed session. After reconvening under new business, the Board voted to eliminate a position on the staffing table due to program discontinuation.

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

HUDSON COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

January 22, 2013

X. NEW BUSINESS

1. Mission Statement

BACKGROUND

A college mission statement is a way to introduce the community to the fundamental purpose of the organization. The statement should provide clarity and focus and help move the organization from ideas to action.

The current mission statement of Hudson County Community College was adopted on April 13, 1993 following a comprehensive process involving members of the college community and external stakeholders. Over the past twenty years, the College has changed significantly: enrollment increases; expansion of academic programs and services; and the development of a physical campus. The environment in which the College operates is also different from what it was in 1992-1993: the community is larger and more complex; technological advances place greater demands for sophistication of programs and operations; issues focused on academic preparedness are more acute; and traditional funding sources are becoming less adequate.

During the past year, with the assistance of Dr. Rick Voorhees, the College embarked upon a comprehensive process to update the mission statement as well as develop a vision and values statement. Internal and external stakeholders were invited to participate in a series of surveys and focus groups. The information received as a result of these processes provided the foundation for new mission, vision, and value statements.

RECOMMENDATION

The President in consultation with trustees and the cabinet recommends the adoption of the mission, values and vision statements included in the resolution below.

RESOLUTION

NOW THEREFORE BE IT RESOLVED that the Board of Trustees adopt the following College Mission, College Vision and College Values statements to replace the Mission Statement adopted on April 13, 1993, said statements to be effective immediately:

Mission statement: *The mission of Hudson County Community College is to provide high quality educational opportunities that promote student success and are accessible, comprehensive, and learning centered.*

Vision statement: *We continually aspire to make Hudson County Community College such an excellent and innovative urban college that it can be a first-choice option for the students and communities it serves.*

Values statement: To fulfill the mission and vision of the Hudson County Community College, we commit ourselves to these values:

- student success;
- academic excellence and learning support services;
- integrity, ethical behavior, and respect for others;
- celebration of our commonalities and respect for our differences;
- championship of innovation;
- inquiry and data-informed decision making;
- high quality and affordable educational opportunities; and
- responsible stewardship of the resources entrusted to us.

INTRODUCED BY: _____

SECONDED BY: _____

DATE: January 22, 2013

Fahrenheit, Karen _____

Fife, James _____

Kenny, Roberta _____

Kosakowski, Joanne _____

Lee, Bakari _____

Peña, Jeanette _____

Sires, Adrienne _____

Stack, Katia _____

Zampella, Alfred _____

Netchert, William, Chair _____

_____ Ayes..... _____ Nay