

*Office of the President
70 Sip Avenue
Jersey City, New Jersey*



Summary of Proceedings at the
Meeting of the Board of Trustees

August 13, 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); Roberta Kenny; Joanne Kosakowski; William Netchert (Chairman); Jeanette Peña; and Adrienne Sires

Trustees not present were: Shannon Gallagher (Alumni Representative); Bakari Gerard Lee (Vice Chair), Katia Stack, and Alfred Zampella

Comments from the Public:

- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, said he is looking forward to positive contract negotiations. He added that he is hoping to see the best faculty hired.
- Cathy Seidman, Associate Professor, Criminal Justice, asked why a reference to the statement she made at the June 11, 2013 Board Meeting regarding the legality to have closed session to discuss personnel issues relating to reorganization was not recorded in the minutes. The Chairman said the minutes would be changed to reflect this.
- Chris Wahl cited the contributions of Liliane MacPherson, Associate Professor, English, who was retiring after 33½ years of service.

(continued...)

The trustees **approved the minutes** of the Regular Meeting of June 11, 2013.

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 of annual computer electronic & software parts for FY 14 was awarded to GHA Technologies, Inc. of Phoenix, Arizona at a cost not to exceed \$300,000.00.
- The award of media services for cable television advertisements for FY 14 was awarded to Comcast Cable of Philadelphia, Pennsylvania at a cost not to exceed \$20,058.75.
- The award of a food vendor for the Culinary Arts Institute for FY 14 was awarded to Green Tree Packing Company of Passaic, New Jersey, at a cost not to exceed \$64,000.00; and
- The purchase of elevator maintenance service agreement for (Three years) was awarded to ThyssenKrupp Elevator Americas of Cranford, New Jersey, at a cost not to exceed \$1,980.00 per month.
- The award of annual computer electronic & software parts for FY 14 was awarded to GovConnection Inc. of Merrickmack, New Hampshire at a cost not to exceed \$200,000.00.
- The purchase of plumbing services for (Three years) was awarded to F&G Mechanical of Secaucus, New Jersey at a cost of \$ 83.50 per hour.
- The award of a food, cleaning supplies & small implements vendor for Culinary Arts for FY 14 was awarded to Sysco Food Service of Jersey City, New Jersey at a cost not to exceed \$60,000.00.
- The award of an annual computer electronic & software parts for FY 14 was awarded to CDW Government LLC of Veron Hills, Illinois at a cost not to exceed \$180,000.
- The award of a linen supply vendor for Culinary Arts for FY 14 was awarded to Allen Linen Supply of Patterson, New Jersey at a cost not to exceed \$20,000.00.

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- The award of a dairy food vendor for Culinary Arts for FY 2014 was awarded to Dairyland USA Corporation of the Bronx, New York at a cost not to exceed \$60,000.00.
- The purchase of paint, painting supplies & construction supplies for FY 14 & FY 15 was awarded to Tsigonia Paint Sales of Jersey City, New Jersey at a total cost not to exceed \$47,373.70 (per year).
- The award of a specialty foods vendor for Culinary Arts was awarded to Baldor Specialty Foods, Inc. of the Bronx, New York at a total cost not to exceed \$60,000.00.
- The resolution authorizing the award of a seafood vendor for Culinary Arts for FY 14 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 State approved vendor maintenance agreement for copier machines for FY 14 was awarded to Stewart Business Systems of Burlington Township, New Jersey at a cost not to exceed \$45,000.00.
- The award of lab equipment & lab supplies vendor for FY 14 was awarded to Sargent Welch of Arlington, Illinois at a cost not to exceed \$148,427.24.
- The report of the Facilities Ad Hoc Committee for its meeting of June 6, 2013 was accepted for inclusion in the record.
- The renaming of the “ad hoc committee for the Journal Square Construction” to “Facilities Committee” was approved.

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

- The retirement of an Associate Professor was approved.
- The resignations of a Coordinator of Evening Weekend & Offsite Programs and an Administrative Assistant were approved.
- The termination of a Reference Librarian/Educational Media Specialist was approved.

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- Staff were appointed to the following full-time job titles: Interim Associate Dean of STEM (Science, Technology, Engineering); Coordinator, Non-Credit Programs; Research Coordinator, Research & Planning; Counselor; Instructor, Physics; Instructor, Chemistry; Instructor, ESL; Instructor, Theatre/Humanities; Instructor, Business/Accounting; Instructor, Hospitality Management ; Instructor, Academic Foundations.
- Persons were approved for inclusion on the list of those authorized for new, and continuing part-time employment: August 15 – June 30, 2013.
- The appointment of the adjunct faculty pool for the 2013-2014 Academic Year was approved.
- The updated HCCC Non-Discrimination/Anti Harassment Policy was approved.

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

- The agreement for HCCC to rent New Jersey City University's laboratory for Microbiology Classes for Academic Year 2013-2014 was approved.

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

- The change order for an increase to the contract awarded to NK Architects in the amount of \$94,180.00 was approved.
- The award of consultant to assist in the development of RFP's for the selection of a construction manager for the Science Center project was awarded to DL Beesley Engineering LLC of Bloomfield, New Jersey, at a cost not to exceed \$5,000.00.

The **meeting was adjourned** at 6:00 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.