

HUDSON COUNTY COMMUNITY COLLEGE
Mary T. Norton Room
70 Sip Avenue, 4th Floor
Jersey City, NJ
5:00 P.M.

Regular Meeting--Board of Trustees
November 22, 2011

AGENDA

I. CALL TO ORDER - FLAG SALUTE Mr. Netchert

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

Joseph Cundari, Trustee Emeritus
Karen A. Fahrenholz
James Fife
Glen Gabert - President
Roberta Kenny
Joanne Kosakowski
Bakari Gerard Lee, Vice Chair
William J. Netchert, Chair
Adrienne Sires
Katia Stack, Secretary/Treasurer
Alfred Zampella

III. COMMENTS FROM THE PUBLIC Mr. Netchert

IV. CLOSED SESSION (The Board of Trustees will determine whether there is a need to go into closed session at the beginning of the meeting and, if there is such a determination, an announcement will be made as to where the session will be placed on the agenda.)

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

Dr. Gabert

1. Minutes of Previous Meetings
2. Gifts, Grants, and Contracts

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS Dr. Gabert

VIII. PERSONNEL RECOMMENDATIONS Dr. Gabert

IX. ACADEMIC AND STUDENTS AFFAIRS Dr. Gabert

X. NEW BUSINESS Mr. Netchert

XI. ADJOURNMENT Mr. Netchert

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2011**

CALL TO ORDER

I. FLAG SALUTE

II. ROLL CALL AND RECOGNITION OF VISITORS

Trustees:

<i>Joseph Cundari, Trustee Emeritus, ex-officio</i>	<u>ABSENT</u>
<i>Karen A. Fahrenholz</i>	<u>PRESENT</u>
<i>James Fife</i>	<u>ABSENT</u>
<i>Glen Gabert - President, ex officio</i>	<u>PRESENT</u>
<i>Roberta Kenny</i>	<u>ABSENT</u>
<i>Joanne Kosakowski</i>	<u>PRESENT</u>
<i>Bakari Lee</i>	<u>PRESENT</u>
<i>William J. Netchert</i>	<u>PRESENT</u>
<i>Adrienne Sires</i>	<u>ABSENT</u>
<i>Katia Stack</i>	<u>PRESENT</u>
<i>Alfred Zampella</i>	<u>PRESENT</u>

This meeting is called in conformance with the "Open Public Meetings Act." A notice of the meeting of the Board of Trustees was transmitted to all Board members, advertised in The Jersey Journal, The Star Ledger, filed with each Office of the Hudson County Municipal Clerks, and posted on the Public Bulletin Boards of the Hudson County Community College at 25 Journal Square, 70 Sip Avenue, Jersey City, New Jersey and at the North Hudson Higher Education Center, Union City, New Jersey stating the date, time and place of said meeting.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2011**

III. COMMENTS FROM THE PUBLIC

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2011**

IV. CLOSED SESSION

None

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2011**

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

President Gabert and the Board of Trustees thanked Aja Moore and presented her with a plaque for her service on the HCCC Board of Trustees as the 2011 Alumni/Student Representative.

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2011**

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Regular Meeting of October 18, 2011 are herewith officially submitted to the Board Trustees for approval. (Attachment A)

Recommendation:

It is the recommendation of the President that the Board of Trustees accept the Minutes of the Regular Meeting of October 18, 2011.

2. GIFTS, GRANTS, AND CONTRACTS REPORT

The College has made the following grant & contract proposals:

TITLE: Transitional College – Summer Bridge Program

AGENCY: PNC Bank Foundation

PURPOSE OF GRANT: The PNC Foundation awarded a grant of \$10,624 to Support express remediation programs for incoming students

COLLEGE ADMINISTRATOR: Ryan Martin

AMOUNT: \$10,624

COLLEGE CONTRIBUTION: 0

DATES OF GRANT: 1/1/12 – 2/1/12

TITLE: Transitional College – Summer Bridge Program

AGENCY: TD Bank Foundation

PURPOSE OF GRANT: The TD Bank Foundation awarded a grant of \$11,000 to Support express remediation programs for incoming students

COLLEGE ADMINISTRATOR: Ryan Martin

AMOUNT: \$11,000

COLLEGE CONTRIBUTION: 0

DATES OF GRANT: 1/1/12 – 2/1/12

RESOLUTION: Now, therefore, be it resolved that the Board of Trustees accept Item VI. Regular Monthly Reports and Recommendations #1 and #2.

INTRODUCED BY: Katia Stack
SECONDED BY: Alfred Zampella
DATE: November 22, 2011

Fahrenheit, Karen	<u>AYE</u>
Fife, James	<u>ABSENT</u>
Kenny, Roberta	<u>ABSENT</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>ABSENT</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay
RESOLUTION ADOPTED

Alfred Zampella
Signature of Recorder

11-22-11
Date

**ATTACHMENT A
ITEM VI**

**HUDSON COUNTY COMMUNITY COLLEGE
Board of Trustees Meeting
North Hudson Higher Education Center
4800 Kennedy Blvd.
Union City, NJ 07087**

**REGULAR MEETING --- BOARD OF TRUSTEES
October 18, 2011**

MINUTES

I. CALL TO ORDER – FLAG SALUTE 5:00 PM

II. ROLL CALL AND RECOGNITION OF VISITORS

PRESENT: *Karen Fahrenholz, James Fife, Glen Gabert, (ex officio), Roberta Kenny, Bakari Lee, Aja Moore, ex officio) Student Alumni Representative, William Netchert, Adrienne Sires, Katia Stack and Alfred Zampella.*

ABSENT: *Joseph Cundari, Trustee Emeritus, (ex officio), and Joanne Kosakowski*

Counsel to the Board: Sheri Siegelbaum, Esq. for Scarinci & Hollenbeck

The meeting was called to order by William Netchert at 5:00 p.m. and roll called by Jennifer Oakley.

HCCC staff and visitors present were: Idalia Chicas, Eric Friedman, Roger Jones, Lloyd Kahn, Frank Mercado, Randi Miller, Paula Pando, Yeurys Pujols, Ismael Randazzo, John Sommer, and Jacqueline Villafane.

III. COMMENTS FROM THE PUBLIC - None

IV. CLOSED SESSION - None

V. AWARDS, RECOGNITIONS AND SPECIAL REPORTS

Trustee Bakari Lee was recognized for his appointment as the Northeast Regional Chair to the Board of the Association of Community College Trustees. He gave a brief overview regarding his attendance at the ACCT Annual Leadership Congress. He also mentioned that the New Jersey Council of County Colleges Trustees' Retreat was scheduled for October 27th at Middlesex County College.

Trustee James Fife spoke about the first annual West Hudson Scholarship Fundraiser, Thursday, October 20th at the Culinary Arts Conference Center.

VI. REGULAR MONTHLY REPORTS AND RECOMMENDATIONS

1. Minutes of the Regular Meeting of September 13, 2011.
2. Gifts, Grants and Contract Reports

The College has made the following grant & contract proposals:

TITLE: Transitional College – Summer Bridge Program
AGENCY: TD Bank Foundation
PURPOSE OF GRANT: An application was submitted to support express remediation programs for incoming students
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$13,434
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 7/1/12 – 2/1/12

TITLE: Opening the gate: Improving Mathematics Success for STEM Careers
AGENCY: US Department of Education
PURPOSE OF GRANT: Strengthen and enhance STEM programs and the technological infrastructure at the College
COLLEGE ADMINISTRATOR: Ryan Martin
AMOUNT: \$5,000,000 over five years to be split with NJCU
COLLEGE CONTRIBUTION: 0
DATES OF GRANT: 10/1/11 – 9/30/16

Introduced by: Katia Stack
Seconded by: James Fife
8 Ayes.....0 Nays Resolution Adopted

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Award of a Background Investigation Vendor for the Human Resources Department
2. Resolution Authorizing the Award of a Food Cleaning Supplies and Small Implements Vendor for Culinary Arts
3. Award for Alterations to 81 Sip Avenue
4. Award for Copier Machines
5. Purchase of Furniture
6. Acquisition of Tri-Annual Software Lease for ESL Laboratories
7. Leed Certified Commissioning Services for the New Library in Jersey City
8. Report of the Facilities Committee for construction oversight

Introduced by: Katia Stack
Seconded by: James Fife
8 Ayes.....0 Nays Resolution Adopted

VIII. PERSONNEL RECOMMENDATIONS

1. RETIREMENT

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Bernabe Abascal	Assistant Professor	01/01/12

2. RESIGNATION

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Geetika Jain	Counselor	09/15/11
Mansoor Najee-ullah	Director, Academic Foundations	09/26/11

3. APPOINTMENT OF STAFF

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Shameka Jennings	Financial Aid Assistant	10/19/2011	\$25,000 (pro-rated)
Arnold Munoz	Lab Technician	10/19/2011	\$25,000 (pro-rated)
Miryam Hernandez	Accounts Receivable Clerk	10/19/2011	\$30,000
Sonia Medina	Academic Lab Coordinator	10/19/11	\$38,000 (pro-rated)
Bryan Barrachina Barreres	Counselor	10/19/11	\$38,000 (pro-rated)

4. TEMPORARY ASSIGNMENTS

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
John Nutakor	Instructor, Mathematics	09/19/2011 12/22/2011	\$18,000 (pro-rated)

**HUDSON COUNTY COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING
November 22, 2011**

VII. FISCAL, ADMINISTRATIVE, LEASE, AND CAPITAL RECOMMENDATIONS

1. Resolution for Additional Services from Broadway Sunoco

REPORT/BACKGROUND:

Broadway Sunoco was the low bidder for snow removal services for all campus locations for three years. We are in the second year of that bid.

We are now requesting auto repair services from Broadway Sunoco. We are adding auto service for the Facilities Department auto fleet, at a cost not to exceed \$5,000.00.

Since the services provided by this vendor are being expanded to include additional services as well as related costs, approval is being requested to add \$5000.00 for automotive repairs for the Facilities Department auto fleet.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees award the auto service for the Facilities Department auto fleet at a cost of \$5,000.00 to Broadway Sunoco of Jersey City, New Jersey.

2. Resolution for Additional Services to the Datatel Managed Services Contract

REPORT/BACKGROUND:

Datatel was first retained by the College in March 2009, with the Managed Services contract in July 2011 to provide Administrative Systems support to the Datatel Colleague suite of software products and its users, under the direction of the Chief Information Officer. The Chief Information Officer recommends that the scope of its contract be expanded to include the support, maintenance and system administration for the new College Website.

WHEREAS, *it has been determined that the College should use external services and expand the existing Datatel Managed Services contract for web page support, pursuant to the Business Entity Disclosure Process; and*

WHEREAS, *the Purchasing Agent has determined and certified in writing that the anticipated value of these services is in excess of \$17,500; and*

WHEREAS, *the anticipated term of this contract is one year beginning November 22, 2011 through November 21, 2012; and*

WHEREAS, *it has been further determined that Datatel, Inc. of Fairfax, Virginia, indicate they will provide web page support services for \$10,000 per month (\$120,000 annualized); and*

WHEREAS, *Datatel, Inc. has completed and submitted a Business Entity Disclosure Certification which certifies that Datatel, Inc. has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Datatel, Inc. from making any reportable contributions through the term of the contract; and*

WHEREAS, the cost of these services will be funded from the operating budget; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to enter into an agreement to expand the service contract with Datatel, Inc., as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

3. Award of a Food Vendor for the Culinary Arts Institute

WHEREAS, the College has a need to purchase various Meat products for the Culinary Arts Program during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500; but not exceed \$60,000; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, Green Tree Packing Company of Passaic, New Jersey, is the proposed vendor to provide meat products; and

WHEREAS, Green Tree Packing Company has completed and submitted Business Entity Disclosure Certifications which certifies that Green Tree Packing Company has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Green Tree Packing from making any reportable contributions through the term of the contract; and

WHEREAS, the cost of these services will be funded from the operating budget; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorized the Purchasing Agent to approve Green Tree Packing Company of Passaic, New Jersey, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Entity Disclosure Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

4. Resolution to Purchase Specialty Foods for the Culinary Arts Institute

WHEREAS, the College Culinary Arts has a need for various specialty foods during the year pursuant to the Business Entity Disclosure Process; and

WHEREAS, the Purchasing Agent has determined and certified in writing that the present anticipated value will exceed \$17,500 but not exceed \$61,000; and

WHEREAS, the anticipated term is fiscal year 2012; and

WHEREAS, Baldor Specialty Foods, Inc. of Bronx, New York, is the proposed vendor to provide these specialty foods; and

WHEREAS, Baldor Specialty Foods, Inc. has completed and submitted Business Entity Disclosure Certifications which certifies that Baldor Specialty Foods, Inc., has not made any reportable contributions to a political or candidate committee in Hudson County in the previous one year, and that the contract will prohibit Baldor Specialty Foods, Inc., from making any reportable contributions through the term of the contracts; and

WHEREAS, the cost of these services will be funded from the operating budget; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Hudson County Community College authorizes the Purchasing Agent to approve Baldor Specialty Foods Inc., of Bronx, New York, as a pay-to-play certified vendor as described herein; and

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications and the Determination of Value Form be placed on file with this resolution and the Purchasing Agent has determined that this award is in compliance with the Business Entity Disclosure Process.

5. Purchase of Desktop Computers to Upgrade Five Open Labs

REPORT/BACKGROUND:

The ITS Department staff, in conjunction with the Grants Office and Academic Labs Manager, have identified the need to upgrade five open labs throughout the HCCC campus. Because of aging, outdated equipment, the academic labs at B311, B412, F106, F212, and F202 have been designated as in need of new hard drives and monitors. The HCCC ITS Department has solicited competitive quotes from GovConnection and CDW-G, State contract vendors, indicating the total cost of \$6,589.00 for 55 Hewlett Packard monitors @ \$119.80 each, and \$68,845.70 for 110 Hewlett Packard PCs @ \$625.87 per unit, with a grand total of \$75,434.70.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 55 monitors @ \$119.80 per unit and 110 PCs @ \$625.87 per unit for five open labs, for a grand total of \$75,434.70 from the GovConnection Corporation for FY12, to be funded by the Perkins Grant and the U.S. Department of Health and Human Services Northern NJ Health Professions Consortium (HHS-NNJHPC) Grant. 26 of the monitors and hard drives will be used to replace the aging desktops in the Allied Health lab, F202 and will be charged to the HHS-NNJHPC grant, totaling \$19,387.42. The remaining balance of \$56,047.28 will be charged to the Perkins grant. This purchase meets pay-to-play regulations and is awarded pursuant to a fair and open process.

6. Purchase of Laptops and Cart for Testing and Assessment at NHC

REPORT/BACKGROUND:

The ITS Department staff, in conjunction with the Grants Office and the Student Affairs Division, have identified the need to purchase 30 laptops and a storage cart for the North Hudson Center. Currently there is not any equipment to test and assess incoming students. The HCCC ITS Department has solicited competitive quotes from GovConnection, state contract vendor number WSC6513, and CDW-G, state contract vendor number GS-35F-0195J, indicating the total cost of \$24,012 for 30 laptops @ \$800.40 per unit, and \$1,596.89 for 1 30 unit storage cart, for a grand total of \$25,683.89.

RECOMMENDATION:

The President, the Administration, and the Finance Committee recommend that the Board of Trustees approve the purchase of 30 laptops @ \$800.40 per unit and 1 storage cart @ \$1,596.89, for a grand total of \$25,683.89 from the GovConnection Corporation for FY12, to be funded by the US Department of Education STEM Grant. This purchase meets pay-to-play regulations and is awarded pursuant to a fair and open process.

7. Award of a Pitney Bowes Connect Plus 3000 Postage Machine

REPORT / BACKGROUND:

The college has a need to replace the campus mailroom Pitney Bowes DM1000 postage machine which cannot meet current demand, and is over ten years old, parts are being discontinued and it is not eligible for a service plan. The Administration recommends that the DM1000 be replaced by a high volume mailing system from Pitney Bowes that can meet the college's current / future demands. The Connect Plus 3000 is designed for high output mail operations with web connectivity. Remote diagnostic to resolve problems immediately and inform service of parts needed to reduce possible down time as well as track packages (UPS, FED EX, and USPS & Certified).

RECOMMENDATION:

The President, the Administration and the Finance Committee recommend that the college enter into a 48 month lease agreement at \$3,050.00 per month utilizing NJ State discounted rate from State contract number A75237 with Pitney Bowes Global Financial Services, not to exceed \$36,600.00 a year.

8. Report of the Facilities Committee for Construction Oversight

REPORTS/BACKGROUND:

On March 12, 2002, the Board of Trustees established a Facilities Ad-Hoc Committee to oversee plans and costs for campus development. The Board designated the Chair of the Facilities Committee to serve as Ad-Hoc Committee Chair. Other members of the committee were to include the College President, the Vice President for Administration and Finance, the HCCC Director of Facilities, the Construction Manager (outsourced), and College Counsel for real estate and construction issues. This committee was empowered to "review and approve all project plans and costs including design, renovation or construction.

The Committee here presents to the Board the approved minutes of the September 29, 2011 meeting. It is the intention of the Committee to transmit formally to the Board of Trustees for its acceptance, the minutes of the Committee. It is anticipated that these submissions would be on a monthly basis as the Committee approves its minutes.

RECOMMENDATION:

The Facilities Committee recommends that the Board of Trustees accept its minutes of the September 29, 2011 meeting as submitted for inclusion into the records of the Board of Trustees.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration, the Finance Committee and the Facilities Committee as outlined above in Item VII. Fiscal, Administrative, Lease and Capital Recommendations 1 – 7: 1) Resolution for Auto Service for Facilities Department, 2) Resolution for Additional Services to the Datatel Managed Services Contract, 3) Award of a Food Vendor for the Culinary Arts Institute, 4) Award of a Specialty Food Vendor for the Culinary Arts Institute, 5) Purchase of Desktop Computers to Upgrade Five Open Labs, 6) Purchase of Laptops & Cart for Testing & Assessment at North Hudson Center, 7) Award of a Pitney Bowes Connect Plus 3000 Postage Machine, and 8) Report of the Facilities Committee for Construction Oversight.

INTRODUCED BY: Katia Stack

SECONDED BY: Joanne Kosakowski

DATE: November 22, 2011

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>ABSENT</u>
Kenny, Roberta	<u>ABSENT</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>ABSENT</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Joseph D'Alley
Signature of Recorder

11-22-11
Date

*Facilities Ad Hoc Committee
September 29, 2011
9:30 a.m.*

Minutes

Present:

John Curley, Real Estate Attorney
Ted Domuracki, President, MAST Construction
James Fife, HCCC Trustee
Glen Gabert, President, HCCC
Troy Marzziotti, MAST Construction
Frank Mercado, Vice President for College Operations
William Netchert, HCCC Trustee, Co-Chair
Joseph Sansone, Assistant to the President
Adrienne Sires, HCCC Trustee, Co-Chair
John Sommer, Vice President for Finance
Joseph Torturelli, Director, Facilities
Alfred Zampella, HCCC Trustee

Absent: Adrienne Sires, HCCC Trustee, Co-Chair
Hugh McGuire, McGuire and Associates

Marcella Williams, Recording Secretary

1. APPROVAL OF THE PRIOR MINUTES – July 14, 2011

Motion to accept Minutes of June 14, 2011 as amended.

Introduced by: James Fife
Seconded by: Joseph Torturelli
*****Motion Passed*****

2. NORTH HUDSON PROJECT (UNION CITY)

- a. Project Update (Frank Mercado and Legal Counsel)
 - *North Hudson Grand Opening* - Frank Mercado noted that the grand opening of the North Hudson Higher Education Center was a success. There are currently 2,200 students enrolled.

(continued...)

b. CDC (Career Development Center)

- *CDC Condominium Agreement* - Frank Mercado reported that he is working with Natalie Feehan (John Curley's office) on completing the inter-local agreement for the condominium.
- *CDC Master Deed* - John Curley said that the Master Deed also has to be completed.
- *CDC Operating Agreement* - John Curley added that the Operating Agreement is in the process of being modified.
- *CDC Operating Budget* - The Committee agreed to send an annual Operating Budget (for cleaning, maintenance, security, etc.) to the County.

c. North Hudson Pedestrian Bridge Update

- Frank Mercado said that the College has received the Deed of Easement for the North Hudson Pedestrian Bridge and that John Curley is working on getting the original document signed.

d. Parking

- Frank Mercado reported on the problem with the parking situation at the North Hudson campus. He was directed by Dr. Gabert to prepare a written working plan for parking options for the next Facilities meeting.

e. 2010 Invoice from RSC

- Frank Mercado reported that RSC architects were notified that the 2 Enos project has been closed out.

3. *JOURNAL SQUARE PROJECTS UPDATES (changes and developments since last Facilities Committee meeting)*

a. 2 Enos Place

- Frank Mercado reported that the College has submitted a final lump sum payment of \$90,000 to Turner Construction for work at 26 Enos.

(continued...)

b. 25 Pathside

- Frank Mercado was directed to prepare a list of emergency repairs needed for 25 Journal Square and also a timeline for the renovation of the facility.
- John Sommer was directed to re-circulate the analysis, presented at a previous meeting, on the bonding and the cost for renovations at 25 Pathside and how the College would carry those costs. The analysis includes procedures for getting on the calendar of the NJ Educational Funding Authority along with the timeline to secure bonding and also the project budget prepared by MAST.
- William Netchert mentioned the possibility of utilizing the American Jobs Act for the renovation of existing college facilities. Dr. Gabert indicated that he would schedule a meeting in November with Mike Merola, lobbyist for Winning Strategies in Washington, and would like to include Congressmen Sires and Rothman to discuss whether the College would be eligible to receive funds from the American Jobs Act.

c. 65-79 Sip (Library)

Frank Mercado said that Studley has expressed interest in the library project at 65-79 Sip and requested to receive the design. John Curley stated that it would be inappropriate to release the design before the bidding process began. Notification will be sent to Studley regarding the College's response to their request.

Ted Domuracki briefed the Committee on the status of the design for the library building. He said there was discussion about not putting an 18-story capacity in the building. It would ruin the appearance of what the Committee wants and, in three to five years, the building code could also change. The finished design is for a six-story building with a terrace and a basement. Three of the floors (shell space) will not be finished. The building will have a matt foundation (a five-foot slab, instead of a footing or pile) which will allow for a full basement. A section of the basement can be used for programmed space.

(continued...)

The College went out to bid on the matt foundation. Sixteen contractors responded. Bids are due October 6th. By the end of November, the general construction package for the six-story building will be finished and distributed. By the end of January, the award should be made for the steel and general construction.

Ted Domuracki recommended that a Practice Labor Agreement be included as part of the general construction bid package, which John Curley's office is working on.

- Review LEED (Leadership in Energy and Environmental Design) Consultant Proposals

Frank Mercado presented the Committee with two LEED consultant proposals for the library project. Wick, Fisher and White was the lowest responsible bidder. They did the LEED Certification for the North Hudson Higher Education Center.

Motion to award proposal to Wick, Fisher and White to provide LEED Certified Commissioning services in the amount of \$47,000.

Introduced by: James Fife
Seconded by: Joseph Torturelli
*****Motion Passed*****

Ted Domuracki thanked the Committee for allowing MAST Construction to work on the 65-79 Sip project.

- d. 83-87 Sip (mezzanine level renovation)

Frank Mercado said that five bids were received for the renovation of the mezzanine level at 83-87 Sip. The budget for this project is \$465,000. Upon review by John Curley, G&M Eastern - the lowest bidder, slightly over budget - was not responsible because they did not have an apprentice program and therefore was eliminated. Moba Construction, the second lowest bidder, came in at \$515,981, 16% over budget; but was deemed as the responsible bidder by John Curley.

(continued...)

MAST Construction sent a disclosure letter to Frank Mercado indicating John Curley's recommendations to reject G&M Eastern's bid and to award the project to Molba. It also discloses renovation work performed by Molba for MAST Construction, which is complete. Therefore, the project has been closed out and avoids any conflict of interest.

Motion to award proposal to Moba Construction for the renovation of the mezzanine level at 83-87 Sip in the amount of \$515,981.

Introduced by: James Fife
Seconded by: Alfred Zampella
*****Motion Passed*****

- e. 870 Bergen Avenue (Glen Gabert, Frank Mercado and Ted Domuracki)

Frank Mercado reported that a meeting is scheduled with architects for October 6th to finalize the needs assessment (programming) for the science program at 870 Bergen. Troy Marzziotti noted that a report will be prepared with recommendations for two options: one for renovating the existing 870 Bergen, and the other for constructing a building outside of 870 Bergen.

- f. Welcome Center

Frank Mercado said that the College has not received the permanent Certificate of Occupancy for the Welcome Center from the Port Authority. The temporary Certificate of Occupancy has not expired.

4. OTHER BUSINESS

- a. Length of Follett Contract (Bookstore)

Hugh McGuire is working on negotiations for the Follett Contract and will have a proposal within two weeks.

- b. Chapter 12

John Sommer noted that the County needs to bond for the \$8.5M in Chapter 12 funds by June 30, 2012 or the College will lose it.

William Netchert directed John Sommer to send two separate letters to Cheryl Fuller with a copy to the County Administrator inquiring 1) when the College should expect payment from the County for College appropriations (operating funds); and 2) when do they plan to bond for the Chapter 12 funds, because the College is in the process of bidding and is reluctant to award a contract to someone without money to pay for it.

b. Peter Stuyvesant Statue

An issue is still pending.

c. Berlin Wall

Ted Domuracki said he received a request from the County to place three concrete pieces from the Berlin Wall in the Culinary Arts Park Plaza. Each concrete wall is 4ft x 16ft. Ted Domuracki stated that he had two estimates for transporting walls: to place walls somewhere in back of the planters would cost approximately \$85,000 - \$100,000; and to place walls in the planters would cost approximately \$45,000 to \$55,000. A picture of the walls was distributed for the Committee's review. The consensus was that it would be difficult to find a suitable site to place the walls. Ted Domuracki will continue in discussions with the County and report back to the Committee.

d. 107 Newkirk

Dr. Gabert mentioned that he received a call from Len Gleason of Provident Bank indicating that the bank had a parking lot at 107 Newkirk for sale. It is located directly across from 2 Enos Place. The Committee reviewed the map and site description. Dr. Gabert will follow-up with Mr. Gleason.

5. LEASES FOR 26 JOURNAL SQUARE (Hugh McGuire)

Frank Mercado reported that Hugh McGuire is negotiating with owners of 26 Journal Square and will have a proposal within two weeks.

6. PROPOSED CAPITAL PROJECTS FOR POTENTIAL REFERENDUM

John Sommer referenced the Proposed Capital Projects for 2011 for the Committee's review. He received assistance from MAST Construction in determining the project estimate and identifying projects; 25 Pathside is one of the projects listed among others.

(continued...)

If there is a State bond referendum, they want HCCC to submit a wish list. The wish list has been forwarded to the State. Dr. Gabert noted that up to 7 projects can be on the list. John Sommer cautioned that the projects have to be non-profitting.

7. SCHEDULED MEETINGS

Thursday, October 27th, 9:30 a.m.

8. ADJOURNMENT

The meeting was adjourned at 11:45 a.m.

Motion to adjourn meeting.

Introduced by: James Fife

Seconded by: Joseph Torturelli

*****Motion Passed*****

**HUDSON COUNTY COMMUNITY COLLEGE
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November 22, 2011**

VIII. PERSONNEL RECOMMENDATIONS

1. TERMINATION

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Walter Purwin	Accountant	10/18/2001

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Termination above as Personnel Recommendation Item No. 1.

2. APPOINTMENT OF STAFF

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Emanuele Infurna	Facilities Worker	11/23/2011	\$32,000 (pro-rated)

Note: *This is an approved position.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Patrick DelPiano	Safety & Security Coordinator	11/23/2011	\$35,000 (pro-rated)

Note: *This is an approved position.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Veronica Alvarez	Student Records Coordinator	11/23/2011	\$38,000 (pro-rated)

Note: *This is a replacement for Doris Roncagliolo.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jose Oliveras	Director of Admissions	11/23/2011	\$60,000 (pro-rated)

Note: *This is a replacement for Nelson Vieira.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Timothy Roche	Instructor, Chemistry	11/23/2011	\$36,000 (pro-rated)

Note: *This is an approved tenure track position.*

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Nadia Hedhli	Instructor, Biology	11/23/2011	\$36,000 (pro-rated)

Note: This is an approved tenure track position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Staff above as Personnel Recommendation Item No. 2.

3. TEMPORARY ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Allen Foster	Instructor, Business	01/17/2012 05/14/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
John Nutakor	Instructor, Physics	01/17/2012 05/14/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Jacob Rosen	Instructor, Math	01/17/2012 05/14/2012	\$18,000 (pro-rated)

Note: This is a temporary full time non tenure track faculty position.

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Temporary Assignments above as Personnel Recommendation Item No. 3.

4. TEMPORARY CONSULTANT ASSIGNMENTS

REPORTS/BACKGROUND

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>	<u>Annual Salary</u>
Grant Development Association	Consultant	10/01/11 09/30/12	\$500.00/per day (not to exceed \$28,000)

Note: External evaluation of Title V Grant Projects.

RECOMMENDATION:

The President and the Administration recommend that the Board of Trustees approve the Temporary Consultant Assignments listed above as Personnel Recommendation Item No 4.

**5. APPOINTMENT OF ADDITIONAL NEW & CONTINUING PART-TIME HIRES: NOVEMBER 23 -
- JUNE 30, 2012**

Last Name	First Name	Department	Title
Loran	Carmelo	CBI	Instructor
Gomez	Adeljaira	Culinary Arts	Dishwasher
Alfonso	Isalynn	Disability Support Services	Notetaker/Reader
Avelar	Laura	Disability Support Services	Notetaker/Reader
Raza	Bushra	Disability Support Services	Notetaker/Reader
Jones	Florine	Health, Science & Technology	Lab Assistant/Tutor
Kim	Bryan	Health, Science & Technology	Lab Assistant/Tutor
Mena	Franklin	IT	Lab Assistant
Laborde	Marina	Mailroom/Copy Center	Mailroom Clerk
Hernandez	Adan Javier	Student Services-NHC	Office Assistant

RECOMMENDATION:

The President, the Administration and the Personnel Committee recommend that the Board of Trustees approve the Appointment of Additional New Part-time Assignments listed above as Personnel Recommendation Item No. 5.

RESOLUTION:

NOW, THEREFORE BE IT RESOLVED that the Board of Trustees approve the recommendations of the President, the Administration and the Personnel Committee as outlined above in **Item VIII. Personnel Recommendations 1-5:** (1) Termination (2) Appointment of Staff, (3) Temporary Assignment, (4) Temporary Consultant Assignment (5) Appointment of Additional New Part-Time Hires.

INTRODUCED BY: Karen Fahrenholz

SECONDED BY: Alfred Zampella

DATE: November 22, 2011

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>ABSENT</u>
Kenny, Roberta	<u>ABSENT</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>ABSENT</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

*****RESOLUTION ADOPTED*****

Jennifer Oakley 11-22-11
Signature of Recorder Date

**HUDSON COUNTY COMMUNITY COLLEGE
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IX. ACADEMIC AND STUDENT AFFAIRS

None

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X. NEW BUSINESS

President Gabert reminded the trustees of some upcoming events:

<i>December 1st</i>	<i>Foundation Gala (Culinary Conference Center)</i>
<i>December 8th</i>	<i>Chamber of Commerce Legends Ball (Liberty Science Center)</i>
<i>December 13th</i>	<i>Holiday Reception for Community Stakeholders (Culinary Conference Center)</i>
<i>December 19th</i>	<i>Holiday Reception for College Staff (Culinary Conference Center)</i>

Trustee Bakari Lee reported that he and Vincent Zicoello, Chief Information Officer, toured the IT facilities and Smart Board Classroom. He commended the Technology staff and thanked them for providing him the opportunity to visit.

Chairman Netchert congratulated Trustee Bakari Lee on his election as the Northeast Regional Chair to the Board of the Association of Community College Trustees and as Chairman of the Board of Directors of the New Jersey Council of County Colleges.

HUDSON COUNTY COMMUNITY COLLEGE
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XI. ADJOURNMENT

THAT, the meeting be adjourned at 6:00 P.M.

INTRODUCED BY: Katia Stack

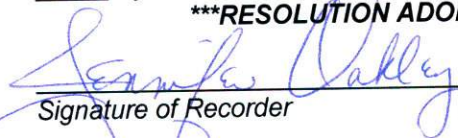
SECONDED BY: Karen Fahrenholz

DATE: November 22, 2011

Fahrenholz, Karen	<u>AYE</u>
Fife, James	<u>ABSENT</u>
Kenny, Roberta	<u>ABSENT</u>
Kosakowski, Joanne	<u>AYE</u>
Lee, Bakari	<u>AYE</u>
Sires, Adrienne	<u>ABSENT</u>
Stack, Katia	<u>AYE</u>
Zampella, Alfred	<u>AYE</u>
Netchert, William, Chair	<u>AYE</u>

6 Ayes..... 0 Nay

RESOLUTION ADOPTED

 11-22-11
Signature of Recorder Date