

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



**Summary of Proceedings at the
Meeting of the Board of Trustees**

March 10, 2015

5:00 p.m.

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

Trustees present were: Kevin Callahan; Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee (Vice Chair); Jeanette Peña; Harold Stahl

Trustees absent: Karen A. Fahrenholz (Secretary/Treasurer); William Netchert (Chairman); Adrienne Sires

In the absence of Chair William Netchert who was unable to attend, Vice Chair Bakari Lee presided.

Comments from the Public:

There were no comments from the public.

Awards, Recognitions and Special Reports:

Dr. Gabert reported that the HCCC Foundation has established merit scholarships (4 awards for \$10,000 per year, a \$40,000 total) for students transferring to Saint Peter's University upon graduation. He reminded the trustees that SPU had taken the first steps by setting up a program about four years ago which discounted Saint Peter's to the state university rate for students transferring to the University immediately after graduation. A significant number of our students have taken advantage of this extraordinary opportunity. A ceremony marking the establishment of the HCCC Foundation SPU Scholarship has been scheduled for March 11th.

The President noted that HCCC is one of four US community colleges that will be recognized for exceptional diversity programs by the American Association of Community Colleges at its annual meeting in April. He also noted that the annual meeting of Phi Theta Kappa was being held immediately preceding AACC, and that Vice President for Academic Affairs Eric Friedman was being presented with a leadership award by PTK.

Dr. Gabert announced that former NJ Governor James McGreevy would be the keynote speaker at the Georgia Brooks Stonewall Celebration Breakfast on April 23rd.

Dr. Gabert then discussed the plans for accreditation of the North Hudson Higher Education Center as a full-campus with degree-giving authorization. He reminded the Board this had been an institutional focus goal. Dr. Paula Pando then made a presentation reviewing the history of the North Hudson Center, reporting on its current operations, and then explaining the significance of this kind of accreditation. The notes for Dr. Pando's presentation are attached. At the April board meeting, the trustees will be asked to ratify the application for campus accreditation. The Middle States Association may act on the application as early as June 30th.

The trustees approved the **minutes of the regular Meeting** of February 17, 2015.

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 a vendor to purchase display cases for the library in Jersey City and North Hudson was awarded to Longo Associates of Ramsey, New Jersey, at a total cost of \$19,384.00.
- The award to upgrade the O.I.T. Server Virtualization Environment was awarded to Ellucian of Fairfax, Virginia, at a total cost of \$72,160.00.
- The award for architectural/engineering work at 870 Bergen Avenue to convert a classroom into a Radiography Suite was awarded to DiCara Rubino Architects of Wayne, New Jersey, at a total cost of \$40,000.00.

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

1. The resignations of a Secretary, Center for Online Learning; Director of Facilities; and Executive Director, Human Resources were accepted.
2. Staff were appointed to the following full-time job titles: Manager of Web & Portal Services; EOF Counselor; and Secretary, Social Sciences.
3. Faculty were appointed to the following temporary full-time assignment: Instructor, STEM.

(continued...)

4. The appointment of additional new & continuing part-time hires: March 11– June 30, 2015 was approved.
5. The modification of Staffing Table FY15 was accepted.

ADD TITLE:

USDOL TAACCCT Grant Coordinator, Grant Funded Position

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

1. The proposed Academic Calendar 2016-2017 was accepted:

Proposed Academic Calendar 2016-2017 Highlights

1. *For Fall 2016, the calendar year does not permit the start of classes after Labor Day (September 5, 2016), therefore the Sat-Sun-Mon classes will start one week after other classes; add-drop date for classes is extended to ensure all classes meet once before add/drop ends (September 13).*
2. *Fall College Service Day is scheduled on Wednesday, August 24, and All College Faculty Orientation on Monday, August 29.*
3. *Convocation is scheduled for Wednesday, September 21 when there will be no day classes and only classes starting 6:00PM or later will be held. Day classes on the Wednesday before Thanksgiving will be in session and there will be no classes beginning at or after 6:00 PM on that day.*
4. *Winter-Intersession 2017 classes start Monday, January 3 and end after the MLK holiday.*
5. *Spring College Service Day is scheduled on Tuesday, January 17, and All College Faculty Orientation on Wednesday, January 18.*
6. *Spring 2017 classes start on Friday (January 20) as a result of the inability to combine Spring Break with Easter Recess. Spring Break is scheduled for March 20-26 and Easter Recess falls in mid-April (April 14-16).*
7. *Last day of classes/final exams is Monday, May 15 due to the Monday President's Holiday.*
8. *Summer I classes start Monday, May 22, one week before Memorial Day and end June 29.*
9. *Summer II classes start Monday, July 10 and end Tuesday, August 15. There is a 3-day interval between summer sessions, which allows more time for Summer II recruitment.*

The meeting was adjourned at 5:40 pm.

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