

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

June 11, 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); Roberta Kenny; Bakari Gerald Lee (Vice Chair); William Netchert (Chairman); Jeanette Peña and Alfred Zampella

Trustees not present were: Joanne Kosakowski, Adrienne Sires, Katia Stack

Board motion to **Suspend the Order of the Agenda** to go into Closed Session to discuss personnel items at the end of the meeting.

Comments from the Public:

- Patricia Murphy, Secretary, Health Related Programs (870 Bergen) and President, Support Staff Union commended Frank Mercado, Vice President, College Operations; Jim Sorrentino, Manager, Maintenance; and Joseph Torturelli, Director, Facilities; as well as other staff from College Operations for their prompt, proactive approach to dealing with the flooding issue at 870 Bergen Avenue. She also indicated her concern regarding mold being present at 70 Sip Avenue. Ms. Murphy then stated that neither the Union Presidents nor college community was notified concerning the reorganization of the Staffing Table, one of the items on the agenda for approval, and indicated that she was upset by it and was something that could influence her unit's position at the bargaining table.
- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association, thanked Student Alumni Representative Shannon Gallagher for her participation in the Future Alumni Association of Phi Theta Kappa and Joseph Sansone for underwriting the cost for food for the first meeting. He said that he also disagreed with the way decisions were made concerning the Staffing Table.

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- President Gabert responded to the comments made about the revised organizational chart and staffing table. He disagreed with the characterization that it was a major reorganization. He explained that two academic divisions were being made into four academic divisions. It is expected that the number of adjunct instructors will be increasing, and it was intended to make the job of the associate deans more manageable. This is not a reflection on anyone's job performance: it is a reflection of the growing difficulty of their jobs. With regard to the sciences, it is also desirable to have this expanded structure in place as the College prepares for the new science building. Many of the new titles are changes of existing titles. Added titles are paired with titles being dropped or vacant positions that are frozen and not scheduled for filling during the fiscal year. The revised staffing table entails no added cost, and the net number of jobs on the staffing table is not being increased.
- Trustee Lee reported that the next NJCCC meeting is scheduled for Monday, June 17th, 5:00 pm at the Marriott Hotel, Trenton, New Jersey. Dr. Gabert added that Dr. Eric Friedman, Vice President, Academic Affairs will receive the Spirit Award at the meeting.

The trustees **approved the minutes** of the Regular Meeting of the Regular Meeting of May 14, 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 renewal of the annual contract for purchase of internet services for FY 2014 with NJEDGE.Net of Newark, New Jersey was approved at a cost not to exceed \$148,400.00.
- The renewal of the annual contract for the purchase of the College's campus-wide software licenses for FY 2014 for one (1) year with GHA Technologies, Inc. of Scottsdale, Arizona, was approved at a cost not to exceed \$87,493.99.00
- The renewal of the annual software maintenance agreement for FY 2014 with Allister (Duplitrn) Kyocera of Roselle, New Jersey, was approved at a cost not to exceed \$18,000.00.
- The renewal of the College's annual campus-wide software maintenance and services agreement for FY2014 for one (1) year with Ellucian (Datatel) of Fairfax, Virginia, was approved at an annual cost not to exceed \$ 359,531.00.00.

- The renewal of the fiber contract for campus buildings connectivity for FY2014 with Johnston Communications of Kearny, New Jersey, was approved at a total cost not to exceed \$ 181,416.00. (Resolution was amended by College Counsel: This is a five-year contract. HCCC is now in year three.)
- The purchase of a service and maintenance agreement was awarded to Apple Inc., of Austin, Texas, at a total cost not to exceed \$700.00.
- The purchase of eight (8) Dell Latitude Laptop Computers was awarded to Dell Marketing of Round Rock, Texas, at a total cost not to exceed \$12,153.92.
- The purchase of Kensington Secure Back Security Cases with Click Safe Lock for the Apple Ipad 2 and pin video cables was awarded to GHA Inc., of Phoenix, Arizona at a total cost not to exceed \$5,135.30.
- The award of media services (Fios) for cable advertisements for FY 2014 was awarded to Viamedia (Fios) of Lexington, Kentucky, at a cost not to exceed \$25,000.
- The award of media services (Cablevision) for cable advertisements for FY 2014 was awarded to Cablevision of Bethpage, New York at a cost not to exceed \$52,688.00.
- The award of media services for cable advertisements for FY 2014 was awarded to Cablevision and News 12 New Jersey of Bethpage, New York at a cost not to exceed \$22,388.00.
- The award of media services for transit advertisement FY 2014 was awarded to Titan Worldwide of Fairfield, New Jersey at a total cost not to exceed \$61,677.56.
- The award of a vehicle vendor for purchase of a truck for the Facilities Department was awarded to All American Ford of Hackensack, New Jersey, at a cost not to exceed \$20,989.00.
- The award of an alarm/monitoring/inspection service vendor for all College locations for FY 2014 was awarded to AFA Protective Systems, Inc. of Brunswick, New Jersey, at a cost not to exceed \$17,750.00.
- The award of a snow plowing/snow removal vendor for all Campus parking lots for FY 2014 was awarded to Broadway Sales Inc. of Jersey City, New Jersey at a cost not to exceed \$17,575.00.

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- The resolution authorizing the award of a contract for Jones & Associates Communications, Inc. of Jersey City, New Jersey for FY 2014 was approved at a cost of \$6,500.00 per month.
- The resolution authorizing the award of a contract for a Public Relations Consultant for FY 2014 for WAM Consulting of Jersey City, New Jersey was approved at a cost of \$3,000.00 per month.
- The resolution authorizing the award of a renewal of consultant services for FY 2014 for Capital Projects for Wade Frazee, of Glenwood, New Jersey was approved at a cost not to exceed \$31,500.00.
- The resolution authorizing the award of a consultant for financial aid services was awarded to Financial Aid Services (FAS) of Atlanta, GA, at a cost not to exceed \$ 23,000.00.
- The purchase of liability & casualty insurance for FY 2014 was awarded to Borden Perlman Insurance Brokers of Lawrenceville, New Jersey, at a premium of \$396,491.00.
- The purchase of 45,714 accuplacer exams for FY 2014 was awarded to the College Board of New York, New York, at a total cost not to exceed \$ 80,000.00.
- The purchase of a Barracuda Web Filter was awarded to GHA Technologies of Phoenix, Arizona, at a total cost not to exceed \$38,466.62.
- The purchase of software for the Computer Arts Program was awarded to GHA Technologies of Phoenix, Arizona, at a total cost not to exceed \$14,533.03.
- The reports of the Facilities Committee for Construction Oversight for its meetings of March 7, 2013 and May 9, 2013 were accepted for inclusion in the record.

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

- The new and on-going partnerships with Hudson County High Schools for the delivery of credit course Instruction for Academic Year 2013–2014 under the Learning Enables All Possibilities Program was approved.

The Board went into **Closed Session** for the purpose of discussing personnel matters.

The Board reconvened in **Open Session**.

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

- The resignation of a Counselor for Advisement & Counseling was approved.
- Staff were appointed to the following full-time job titles: Lab Technician, Health, Science & Technology; Health Professions Employment Coordinator.
- The modifications to the Staffing Table for FY 2014 effective June 12, 2013 were approved.
- The acceptance of Staffing Table for FY 2014 effective June 12, 2013 was approved.
- Persons were approved for inclusion on the list of those authorized for new, and continuing part-time employment: for FY 2014.

Cathy Seidman, Associate Professor, Criminal Justice, interjected from the audience that in her opinion the closed session was a legal violation and that the trustees should have conducted their discussions in public. College Counsel responded that closed sessions to consider personnel recommendations were appropriate.

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.