

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

June 12, 2012

5:00 p.m.

Mary T. Norton Room

70 Sip Avenue

Jersey City, New Jersey

Trustees present were: Karen Fahrenholz; Dr. Glen Gabert (ex officio); Roberta Kenny; Joanne Kosakowski; Bakari Gerald Lee, (Vice Chair); William Netchert (Chairman); Jeanette Peña; Adrienne Sires; Katia Stack; and Alfred Zampella.

Trustees not present were: James Fife

Call to order: The meeting was called to order by Chairman Netchert at 5:00 p.m.

Swear In New Trustee: Jeanette Peña was sworn in as trustee. She replaces the late Raymond Catlaw.

Comments from the Public:

- Dr. Lloyd Kahn, Professor of Life Science and President of the Professional Association (faculty) expressed the importance for the negotiation process to move along.

Awards, Recognitions and Special Reports:

1. Professor Theodore Lai received recognition and a gift for his 15 years of service as advisor of the Beta Alpha Phi Chapter from Phi Theta Kappa's Center for Excellence.
2. Nicholas Micucci, Director, Conference Center (joined staff April 14, 2003) and Vilma Mory, Financial Aid Assistant (joined staff June 1, 1994) retiring June 30, 2012, were acknowledged and presented with a gift for their dedication and service to the College.

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3. Frank Mercado, Vice President for College Operations introduced staff from the Safety and Security Department. He gave a presentation on the “HCCC Emergency Management Plan and Quick Reference Guide.” Within the coming weeks, an announcement will be made with instructions on how to access the Plan on the College’s portal.
4. Dr. Gabert reported on the following items.
 - The Board of School Estimate and the Freeholders have awarded the College \$700,000+ for capital repairs and \$8M for the College Library Project.
 - There is a possibility that a bond issue for higher education will be on the November ballot and that HCCC would benefit if it were passed.
 - HCCC’s fall enrollments currently are up 7% over the same point in time a year ago.
5. Trustee Bakari Lee reminded trustees that NJCCC is having its annual meeting, June 18th at the Trenton Marriott.

The trustees **approved the minutes** of the Regular Meeting of May 8, 2012.

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

- The agreement between HCCC and Kearny Board of Education for Use of Kearny High School classrooms for evening classes during Academic Year 2012-2013 was approved.
- The agreement between HCCC and Bayonne Board of Education for use of Bayonne High School classrooms for evening classes for Academic Year 2012-2013 was approved.
- The agreement between HCCC and Hoboken Board of Education for use of Hoboken High School classrooms for evening classes for Academic Year 2012-2013 was approved.
- The annual contract with NJEDge.Net of Newark, New Jersey to provide internet services to the College, at a cost of \$111,050.00 for Fiscal Year 2013 was approved.

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- The purchase of the College's campus-wide software licenses for one (1) year from Gov Connection, Inc. of Merrimack, New Hampshire, at an annual cost of \$43,714.04 was approved.
- The award of audit services for Fiscal Year ending June 30, 2012 was awarded to Carr, Daley & Sullivan of Livingston, New Jersey, for a total sum not to exceed \$60,000.00.
- The renewal of the annual software maintenance agreement with Allister Business Solution of Freehold, New Jersey, at a cost not to exceed \$18,000 was approved.
- The award of an integrated library system (ILS) vendor for Fiscal Year 2013 was awarded to SIRSIDynix Corporation of Lehi, Utah, at a total cost of \$32,200.00.
- The award of media services for cable advertisements for Fiscal Year 2013 was awarded to Viamedia (Fios) of Lexington, Kentucky, in the amount of \$20,000.
- The award of media services for cable advertisements for Fiscal Year 2013 was awarded to Comcast Cable of Philadelphia, Pennsylvania, in the amount of \$20,020.20.
- The award of media services for cable advertisements for Fiscal Year 2013 was awarded to Cablevision of Bethpage, New York, in the amount of \$50,570.00.
- The award of media services (News 12) for cable advertisements for Fiscal Year 2013 was awarded to News 12 of Bethpage, New York, in the amount of \$21,464.00.
- The award for public relations support for Fiscal Year 2013 was awarded to Jones and Associates of Jersey City, New Jersey, in the amount of \$78,000.
- The award for a public relations consultant for Fiscal Year 2013 was awarded to WAM Consulting of Jersey City, New Jersey, in the amount of \$36,000.
- The renewal of contract with Johnston Communications for Fiscal Year 2013 to continue the leasing of the fiber for network access for all College buildings was approved in the amount of \$158,736.00.

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- The award of consultant services for the development of an updated Mission Review was awarded to Rick Voorhees of Denver, Colorado, at a cost not to exceed \$12,500.00.
- The renewal of the Student Accident and Sickness Insurance Program with T.L. Groseclose Associates of Skillman, New Jersey, for Fiscal Year 2013, at a cost of \$28.00 per student, was approved.
- The renewal of liability and casualty insurance with Borden Perlman Insurance Brokers of Lawrenceville, New Jersey, for FY 2013 in the amount of \$299,113.00 was approved.
- The award of consultant services to provide an updated security and emergency management plan was awarded to Stone Gate Associates, LLC of Holmdel, New Jersey, at a cost not to exceed \$6,375.00.
- The award of consultant services to redevelop the Health Information Technology Program within the Health, Science and Technology Division was awarded to Isaac Topor of Health Information Services Inc., of Marlboro, New Jersey, at a cost not to exceed \$25,000.00.
- The award of media services for transit advertisement for Fiscal Year 2013 was awarded to Titan Worldwide of Fairfield, New Jersey, in the amount of \$60,797.89.
- The Board previously approved a resolution for the purchase of audio visual systems at the Culinary Conference Center from Office Solutions, Inc. of Warren, New Jersey, at a cost of \$88,118.00. The expansion to allow for the installation of a recessed screen in the amount of \$1,130.00 for a total revised cost of \$89, 248.00 was approved.
- The Board previously approved a resolution for the purchase of various specialty foods for the Culinary Arts Institute, from Baldor Specialty Foods, Inc. of Bronx, New York, at a cost of \$61,000.00. The increase of \$4,000.00 for a total revised cost of \$65,000.00 was approved.
- The Board previously approved a resolution for the purchase of food and cleaning supplies for the Culinary Arts Institute from Sysco Food Services, Jersey City, New Jersey, at a cost of \$67,000.00. The increase of \$3,000.00 for a total revised cost of \$70,000.00 was approved.

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- The Board previously approved a resolution for the purchase of meat products for the Culinary Arts Institute from Green Tree Packing Co, of Passaic, New Jersey, at a cost of \$60,000.00. The increase of \$4,000.00 for a total revised cost of \$64,000.00 was approved.

The following actions were taken concerning **personnel recommendations** brought forward by the Administration:

- The appointments to positions for : Instructors - English, ESL, Math, Hospitality Management; Head Tutor, ESL; HHS Site Coordinator; Supplemental Instruction Coordinator; Dean of Non-Traditional Programs; Director, Educational Opportunity Fund; and Admissions Recruiter were approved.
- Modifications were made to the staffing table.
- An Administrative Assistant was transferred from the Dean of Arts & Science Department to the Office of College Life.
- The appointment of continuing and new part-time hires for FY 13 was approved.
- The revised Non-Discrimination/Anti-Harassment Policy was approved.

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

The new and on-going partnerships with the following Hudson County high schools for the delivery of credit course instruction for Academic Year 2012-2013 under the Learning Enables All Possibilities Program (LEAP) was approved.

Hudson County High Schools

(a) Hudson Catholic Regional High School (b) Hoboken Board of Education (c) Hudson County Schools of Technology Board of Education - County Prep and High Tech (d) Jersey City Board of Education - Dickinson, Snyder, Ferris, Liberty, and Lincoln High Schools (e) Kearny Board of Education (f) Memorial High School (g) Miftaahul Uloom Academy (h) Rising Star Academy (i) Union City Alternative Design Academy and Union City High School and (j) North Bergen Board of Education.

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

- *The HCCC Emergency Management Plan was approved.*

The **meeting was adjourned** at 5:35 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.